



## BUILDING DIVISION

### WALL SIGN CHECKLIST

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#### **Required Forms:**

- [Building Permit Application](#)
- Signed and Notarized [Addendum Form](#) by Contractor and Owner.
- A Notice of Commencement must be recorded if the job exceeds \$2,500.
- If permit submitted as an Owner Builder provide [Owner Builder Disclosure Statement](#).
- Copy of contract if job value is greater than \$5,000.
- If the contractor has a Workers' Compensation Exemption, a [Workers Compensation Exempt Letter](#) .
- Copy of Property Search/Ownership from the Broward County Property Appraisers Office [WWW.BCPA.NET](http://WWW.BCPA.NET).

#### **Required Permit Applications:**

- Structural
- Electrical (If Applicable)

#### **Permit Review Stops:**

- Structural
- Planning & Zoning
- Electrical (If Applicable)

#### **Minimum Plan Submittal:**

- Provide one (1) original and two (2) copies of a signed/sealed survey (do not reduce or increase size). Provide an executed [Survey Affidavit](#) form if the survey is older than two (2) years and if there have been no changes to the property.
- Provide the proposed wall sign location and dimensional length of the building or tenant frontage. Clearly indicate the size of the signage area on the plans.
- Two (2) complete plans signed and sealed by an Engineer. Disconnect must be external. All equipment and material must be UL approved. Provide size, elevation and anchorage of sign.

#### **Submittal Fees:**

**Residential/Commercial:** 0.75% of construction value or minimum fee of \$25.00.