



# BUILDING DIVISION

## WALL SIGN CHECKLIST

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8800 SW 36th STREET, DAVIE, FLORIDA 33328  
PHONE: 954.797.1111 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

### **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](#).
- To avoid any delays in the permitting process, it is recommended to include a signed contract as proof of job value when over \$5000.
- If the contractor has a Workers' Compensation Exemption, a [Workers' Compensation Exemption Letter](#) is required.
- 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 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.
- 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.