

# BUILDING DIVISION

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## FENCE CHECKLIST

**We require 2 sets of plans/surveys Packaged and stapled together**

### Required

- \_\_\_ Copy of contract if submitted by a contractor.
- \_\_\_ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- \_\_\_ **Zoning** See attached PZ Fence addendum for requirements..
- \_\_\_ **Structural** (2 complete sets, details of fence height, location, and anchorage)  
(Sealed engineered drawings required for aluminum fences)  
2 sets of fence specs (provided by building dept) must be included with your plans.
- \_\_\_ **Engineering** See attached PZ Fence addendum for requirements.
- \_\_\_ Drainage District: if applicable - (Drainage/Lake Maintenance Easement) (Required only if structure is in easement)  
(Stamped on slab Location Plan)
  - \_\_\_ Central Broward Water Control District
  - \_\_\_ South Broward Drainage District Approval
  - \_\_\_ Tindall Hammock Approval
- \_\_\_ Utility Easement Agreement Letters - if fence location is on a utility easement.  
(Identification and hold harmless agreement)
- \_\_\_ Completed Building Permit Applications (signatures must be notarized)
- \_\_\_ Davie permit application addendum sheet initialed and signed by property owner and notarized.
- \_\_\_ Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- \_\_\_ Disclosure Statement - if submitted as on owner / builder application.
- \_\_\_ Plan check fee, see fee schedule item #13 required at time of submittal.\*

\_\_\_\_\_ Contractors / Owner signature required if applying for an owner builder permit