BUILDING DIVISION

PAVER/CONCRETE DRIVEWAY CHECKLIST

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Asphalt driveways for commercial projects must be submitted to Engineering Dept.

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 Exemption Letter is required.
- ☐ Copy of Property Search/Ownership from the Broward County Property Appraisers Office WWW.BCPA.NET.

Required Permit Applications:

- Structural

Permit Review Stops:

- Planning & Zoning
- Structural
- Engineering

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 if there have been no changes to the property.
- ☐ Provide two (2) site plans (and building elevations, if applicable) clearly indicating the location of proposed work with dimensions and setbacks. Please note that all work must be highlighted on the site plans (i.e. fencing, driveways, generators, etc.).
- ☐ Provide an executed Hold Harmless utility easement agreement form if proposed work is located within such easements.
- ☐ Provide an executed Tree Affidavit form if proposed work does not conflict with existing tree(s).
- ☐ Provide the applicable drainage district approvals if proposed work is located within drainage related easements.

☐ Provide drainage cross sections of the new driveway through swale area. Swale Cross Section must be a minimum of 3” in depth. Driveway width cannot exceed 20% of total property frontage dimension, or 35 feet, whichever is greater.

Submittal Fees:

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