



BUILDING DIVISION

PAVER/CONCRETE DRIVEWAY CHECKLIST

8800 SW 36th STREET, DAVIE, FLORIDA 33328

PHONE: 954.797.2066 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

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](#).
- 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.

Required Permit Applications:

- Structural

Permit Review Stops:

- Planning & Zoning
- Structural
- Engineering

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 if there have been no changes to the property.
- Provide a site plan (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.



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- 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 exceed 35 ft.