



BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
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REQUIRED DOCUMENTS FOR ALL SUBMITTALS

1. You must refer to your permit checklist on our [website](#) in order to submit the right documentation for review.
2. An [Addendum Form](#) must be submitted for every master or standalone permit.
3. To avoid any delays in the permitting process, it is recommended to include a **signed contract** as proof of job value when over \$5,000.
4. All **credentials** must be up to date (State License, Business Tax Receipt, General Liability, and Workers' Compensation). You may also upload under Documents folder if update is needed.
5. If a contractor has a Workers' Compensation Exemption, a [Worker's Compensation Exemption Letter](#) must be submitted. FYI: Re-Roof permits must have worker's comp policy submitted for whomever is working on the roof.
6. [The Recorded Notice of Commencement](#) if the entire job is more than \$2,500.00 (over \$7500.00 for A/C Change Outs).
7. Development and Environmental Review Approval ([DER](#)) if Applicable.