

**COUNTER CHECKLIST FOR SCREEN ENCLOSURES**

<b>Part 1- APPLICATION</b>		<b>Part 2- PLANS &amp; PAPERWORK</b>	
Date			2 Copies of Highlighted Engineering
Permit #			2 Copies of As-Built with location
Property Address			2 Copies of Layout
Section, Block & Lot			2 Copies Certified, Recorded Not. of Comm
Tax Folio # ( Parcel ID #)			
Owner Name, Address & Tel #			
Contractor/HOB Name, Address & Tel #/ Fax #			
Architect/Eng. Name, Addr, Tel # & State Lic #			
Use of Building			
Class of Work			
Description of Work			<i>If no As built is on file a sealed As built, final or mortgage survey shall be submitted</i>
Valuation of Work			*Excluding Statement Regarding Sale or Lease
Square Footage			
Type of Enclosure/Fence			
Roof Type (screen, aluminum)			
Received By			
Contr. Comp Card# /State Lic # Exp. Date			
Worker's Comp (if State Lic. Contr.)			
Notarized Signature of Contractor/HOB			

**Checklist is for Building Department Use Only Additional Documents May Be Required**

**No General Exceptions Are Allowed. Any Exceptions Must Be Approved On An Individual Basis  
By a Supervisor**

ADDITIONAL NOTES:

screen enclosure 9/7/06tjv