



Building Department

CHECKLIST FOR ALUMINUM SCREEN ENCLOSURE PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Property address
- Legal description
- Owner's information
- Contractor's information
- Commercial or Residential
- Description of proposed work
- Type of enclosure
- Pan roof
- Dimensions
- Existing slab/new slab
- Size of footing
- Valuation
- Notarized Contractor/Homeowner builder signature
- For office use only – application date and received by

PLANS AND DOCUMENTS

- Plans signed and sealed by a licensed Architect/Engineer
- In addition to paper copies, one complete set of plans must be provided electronically (i.e. on flash drive or disk), for commercial projects.
- As-built showing the location of the enclosure
- Layout
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

NOTES:

- If the permit request is for a commercial project and the enclosure is not on the original site-plan, approval from the Planning & Zoning Department will be required.
- If concrete is being poured, the concrete slab specifications must be noted on the permit application. (A separate concrete slab permit will not be required.)
- If the Aluminum Screen Enclosure will be used as a pool safety barrier, the Aluminum Screen Enclosure Permit must be submitted at the time the Pool Permit is submitted.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.