

*Supplemental Materials -
General Submittal Requirements*

CHECKLIST FOR: Aluminum Structure & Screen Permit

Submittal Requirements for 1 & 2 Family Permits:

- Permit Application.**
- Owner/Builder Disclosure Statement.** This is required when an owner is obtaining a permit.
- Health Department Requirements.** If existing structure is on septic, provide a general site plan showing location and distance of septic system from new screen or aluminum structure.
- Notice of Commencement.** A certified copy is required if job value is \$2,500 or greater prior to the first inspection (this is not required to be submitted to obtain the permit).
- Vegetation Removal Affidavit.** Required if woody vegetation will need to be removed.
 - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear more than one acre.
 - The Vegetation Removal Affidavit is required to be turned in with, but not limited to, the following: Any Structure, Buildings, Chickee Huts, Storage tanks, Carports, Temporary Construction Trailer, Wood Deck, Demolition, Driveway, Fence, Pool, Slab, Tennis Court Permits, and Seawalls.
- Preservation Review Form.** If the property is located in the Rural Fringe Mixed Use district.

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.

Screen Enclosures with Screen Roof:

- Certified Site Plan/Survey for platted lots.** Two sealed and one copy showing the size, dimension, and proposed location. Include setback dimensions from all existing structures to the screen and dimensions to the property lines.
- Site Plan for non-platted lots.** Three copies showing the size, dimension, and proposed location. Include setback dimensions from all existing structures to the screen and dimensions to the property lines. If there are property lines, provide the separation distance from all adjacent structures and dimensions to the edge of road and rear yard.
- Product Approvals.** Three sets showing the details highlighted.
- Construction Drawings.** Three sets of sealed engineering or code compliant plans.
- Lot Coverage Form.** Required for properties that do not have a South Florida Water Management District Permit, Surface Water Management Permit or Environmental Resource Permit (any zoning that is not in a PUD).

Supplemental Materials - General Submittal Requirements

Pool Enclosures:

- Certified Site Plan/Survey.** Screen enclosures associated with swimming pools may use the certified site plan used for the pool along with the "Affidavit in Lieu of a Certified Site Plan" document when applying for a permit. The enclosure shall be depicted and accurate in the certified site plan. A final spot survey shall be required for the screen enclosure. See Building Block A-128, Requirements for Spot Survey and/or Affidavit, for additional information.
- Product Approvals.** Three sets showing the details highlighted.
- Construction Drawings.** Three sets of sealed engineering or code compliant plans.

Screen Enclosures with a Pan Roof, Sunrooms, Florida Rooms, and Carports:

- Certified Site Plan/Survey for platted lots.** One sealed and two copies showing the size, dimension, and proposed location. Include setback dimensions from all existing structures to the screen and dimensions to the property lines.
- Site Plan for non-platted lots.** Three copies showing the size, dimension, and proposed location. Include setback dimensions from all existing structures to the screen and dimensions to the property lines. If there are property lines, provide the separation distance from all adjacent structures and dimensions to the edge of road and rear yard.
- Product Approvals.** Three sets showing the details highlighted.
- Construction Drawings.** Three sets of sealed engineering or code compliant plans.
- Floor Plan.** Three copies of the existing floor plan and the proposed floor plan labeling all rooms including the intended use of the proposed area.
- Health Department Set.** If property is on septic or well provide an additional site plan showing the structure, well, and septic location along with a floor plan of the structure.
- Lot Coverage Form.** Required for properties that do not have a South Florida Water Management District Permit, Surface Water Management Permit or Environmental Resource Permit (any zoning that is not in a PUD).