

INITIAL SUBMITTAL REQUIREMENTS

SCREEN ENCLOSURES AND CARPORTS

General Requirements

All documents in this list must be completed and submitted:

- **Building Permit Application**
- **Product Approvals:** showing the details highlighted.
- **Construction Drawings:** Sealed Engineering or code compliant plans.
- **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.
- **Vegetation Removal Affidavit:**
 - 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 over one acre.
 - The Vegetation Removal Affidavit is required to be turned in with, but not limited to, the following: Any Structure. Building, Chickee Hut, Storage Tank, Carport, 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.
- **Notice of Commencement (NOC):** is required before scheduling the first inspection. A certified copy of the NOC is required if job value is equal or greater than \$2,500. (The NOC is not required before obtaining the permit, but prior to inspections.)
- **Additional Requirements:**
 - a. **Owner-Builder Affidavit:** required when a property owner is applying for a permit. The Affidavit must be signed in front of a Collier County Staff member.
 - b. Additional information may be requested during the plan review process, such as documentation illustrating the scope of work does not exceed 50% of the market value of the structure.

Screen Enclosures with Screen Roof or Pan Roof, Pool Screen Enclosures, and Carports:

For 1 & 2 Family:

- Provide the following:
 - a. Certified Site Plan or Survey for Platted Lots that are adding 400 sq. ft. or more of new impervious area. Signed/sealed site plan showing the size, dimension, and proposed location of the structure, property lines, and adjacent right(s)-of-way/roadways. Include setback dimensions from proposed structure to all existing structures and property lines. Visit the Bulletin 21 for more information on certified site plans and spot surveys; or
 - b. Site Plan for Non-Platted Lots or Lots adding less than 400 sq. ft. of new impervious area. Site Plan drawn to scale showing the size, dimension, and location of the proposed structure. Include setback dimensions from the proposed structure to all existing structures and dimensions to the property lines. An affidavit-in-lieu of Certified Site Plan is required for platted lots. If located within an unplatted mobile home park, provide the separation distance from all adjacent structures and dimensions to the edge of road and rear yard.

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- **Stormwater Plans and Impervious Area Worksheet:** This requirement does not apply to parcels that have a South Florida Water Management District Permit, Surface Water Management Permit, or Environmental Resource Permit. *This requirement may not be needed if additional impervious surface is not being added.*
- For carports only: Plans of the existing floor plan and the proposed floor plan, with all the rooms labeled and the intended use of the proposed area.

For Commercial:

1. Site Development Plan (SDP), including cover page, site plans, and architectural plans, if required,

OR

2. Certified Site Plan/Survey for platted lots. Sealed plans 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 isn't an approved SDP.

How to Apply:

Apply Online:

- Go to the **CityView** portal: <https://cvportal.colliercountyfl.gov/cityviewweb>
- Click "**Register**"

To Track Plan Review and Inspection Progress:

1. Go to the **CityView** portal: <https://cvportal.colliercountyfl.gov/cityviewweb>
2. Click "**Status and Fees**".
3. Enter the permit number or the address where the construction will take place.
4. If your search returns more than one result, click "Permit Status" next to the permit you want to track.
5. Click "**Documents & Images**" to review correspondence from the county.

For questions regarding permits, please contact your local office:

Naples Permitting Office
2800 N. Horseshoe Drive
Naples, FL 34104
(239) 252-2400

Immokalee Permitting Office
310 Alachua St.
Immokalee, FL 34142
(239) 252-5733

Everglades City Office
102 Copeland Ave. North
First Floor, City Hall
Everglades City, FL 34139