



Building Department
CHECKLIST FOR SCREEN ENCLOSURE PERMITS

Pre-Approval required by:

Planning

Engineering – Only if commercial and adding impervious area

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

- For office use only – Permit number, pin number and DPCR #
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Commercial/Residential
- Description of work
- Note if the enclosure is being used as a pool barrier
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies. If commercial, also provide a full copy of permit package on 1 USB or flash drive:

- Original Plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Plot plan or property survey showing the location of the enclosure with setback to the property line.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form
- Roof product approvals with installation instructions (circle installation methods), if applicable
- Footing specifications

NOTES:

- 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 screen enclosure will be used as a pool safety barrier, the screen enclosure permit must be submitted at the time of the pool permit is submitted.
- Fire Department review may be required on commercial projects – if required, permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to review for flood regulations.

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.



Updated 8/3/21

THE SUNRISE CITY

FORT PIERCE

BUILDING DEPARTMENT

Florida

