



## **RESIDENTIAL POOL/SCREEN ENCLOSURE & GLASS ROOM ADDITION CHECKLIST**

1. Building permit completed application
2. No Tree Removal Affidavit.
3. Site Plans: Provide two (2) copies of single line drawings to scale showing property boundaries, lot dimensions, location of proposed and existing structures on the lot, street location and name. If located on a corner lot, indicate the names of the streets, all easements, conservation, and/or wetlands areas.
4. Two (2) sets of signed and sealed plans by a design professional licensed in the State of Florida.
5. Homeowner affidavit if applicable under Florida Statute 489.103(7). Affidavits available at the permitting offices.  
**Note:** The homeowner must appear in person to pick up the permit.
6. Notice of Commencement: A recorded certified copy of the Notice of Commencement in accordance with Section 713.13 of the Florida Statutes is required to be submitted prior to the first inspection.
7. Bedroom Emergency Escape Affidavit for Glass or Sun Rooms only.
8. Aluminum Structure Information Sheet: Provide completed sheet at time of permit submittal.