



## **BUILDING DEPARTMENT**

190 Malabar Road, S.W. • Suite 105 • Palm Bay, FL 32907

**Phone: (321) 953-8924 • Fax: (321) 953-8925**

## **SCREEN ROOM REQUIREMENTS**

- Completed building permit application.
- Owner/Builder affidavit form (if owner is applying as contractor).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- One (1) copy of boundary survey showing any easements, location of septic tank and drain field, location of electrical service power line to the house, location of the proposed screen room, and setback requirements from property lines and existing structures. Also, if the property has a septic tank, approval from Environmental Health (321-633-2100), indicated on survey, is required.
- One (1) copy of floor plan drawn to scale with sufficient clarity and detail to indicate the nature and character of the work including the location of electrical receptacles, lights, and switches. Additional plan information will be required as follows:
  - One (1) copy of structural drawings showing front, sides, and rear elevations.
  - One (1) copy of typical wall sections showing footing size, type of wall or roof construction (load path).
  - One (1) copy of structural plans digitally signed by a Florida Registered Architect or Engineer, if applicable.
  - One (1) digitally signed letter of authorization from Engineer of Record if using aluminum engineered design system, if applicable.
  - One (1) copy of schematic showing layout and member sizes.
  - One (1) copy of all required pages of aluminum engineered system highlighting applicable sections.
- Copy of the recorded Notice of Commencement (if value is greater than \$2,500).

Note: Additional documents may be required upon request by the Building Official.