



## **BUILDING DIVISION**

120 Malabar Road, S.E., Palm Bay, FL 32907  
Phone: (321) 953-8924 • Fax: (321) 953-8925

### **SCREEN ROOM DOCUMENTS REQUIRED**

- ◆ 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.
- ◆ Two (2) copies of boundary survey showing any easements, location of septic tank and drainfield, 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.
- ◆ Two (2) copies 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:
  - a) Two (2) sets of structural drawings showing front, sides, and rear elevations.
  - b) Two (2) sets of typical wall sections showing footing size, type of wall or roof construction (load path).
  - c) Two (2) sets of structural plans signed and sealed by a Florida Registered Architect or Engineer, if applicable.
  - d) Two (2) copies of letter of authorization from Engineer of Record if using aluminum engineered design system, if applicable.
  - e) Two (2) copies of schematic showing layout and member sizes.
  - f) Two (2) copies of all required pages of aluminum engineered system highlighting applicable sections.
- ◆ Copy of the recorded Notice of Commencement or affidavit of filing for NOC (if value is greater than \$2,500).

Note: Should you have any questions or need additional information, please contact the Building Division at (321) 953-8924. Additional documents may be required upon request by the Plans Examiner.