

**Town of Sewall's Point Building Department**

One South Sewall's Point Road

Sewall's Point, Florida 34996

Ph: 772-287-2455

**ALUMINUM ENCLOSURE
PERMIT APPLICATION**

Permit #: _____

Master/Pool Permit #: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

Architect's/Engineer's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

PROJECT INFORMATION☐ Commercial ☐ Residential

Description of work: _____

Will the enclosure be used as a pool barrier (child safety)? ☐ Yes ☐ No Pan Roof ☐ Yes ☐ No Insulated/Pan Roof: ☐ Yes ☐ NoEnclosure's dimension: _____ x _____ Size of footing: _____ x _____ Is concrete existing: ☐ Yes ☐ No***See checklist for additional requirements.**

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

Contractor Signature _____ Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical
presence or ☐ online notarization this ____ day of _____, 20____, by
_____ who is ____ personally known
to me or ____ has produced _____ as identification.

Owner or Owner's Authorized Representative Signature _____ Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical
presence or ☐ online notarization this ____ day of _____, 20____, by
_____ who is ____ personally known
to me or ____ has produced _____ as identification.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.



Building Department
CHECKLIST FOR ALUMINUM SCREEN ENCLOSURE PERMITS

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

- For office use only - Permit number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Architect/Engineer's information
- Commercial/Residential
- Description of work
- Will the enclosure be used as a pool barrier
- Pan roof
- Insulated roof
- Enclosure's dimensions
- Size of footing
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 1 copy:

- Plans signed and sealed by a Florida licensed Architect/Engineer
- In addition to paper copies, one complete set of plans must be provided electronically on the online portal
- Plot plan or property survey showing the location of the enclosure with set back to the property line
- Recorded Notice of Commencement for work valued at \$5000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the BuildingDepartment to have their signature notarized.**

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 Aluminum Screen Enclosure will be used as a pool safety barrier, the Aluminum Screen Enclosure Permit must be submitted at the time the Pool Permit is submitted.

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.