

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

One South Sewall's Point Road
Sewall's Point, Florida 34996
Ph: 772-287-2455

**PATIO ENCLOSURE
PERMIT APPLICATION**

(This application is for the enclosure of an existing patio that has a previously permitted and existing covered roof and slab.)

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. _____

PROJECT INFORMATION☐ Commercial ☐ Residential

Description of work: _____

Does the existing slab have a footing? ☐ Yes ☐ No *If yes, what is the depth _____ Rebar size: _____

Sq. footage of existing patio: _____ Sq. footage of patio to enclose: _____

Future use of this enclosure: _____ (bedroom, family room, den, storage, etc.)

Will the patio enclosure include any of the following? ☐ Electric ☐ A/C ☐ Plumbing ☐ Gas ☐ Insulation

*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 PATIO 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
- Commercial/Residential
- Description of work
- Does the existing slab have a footing
- Footing depth/re-bar size, if applicable
- Sq. footage of existing patio
- Sq. footage of patio to enclose
- Future use of enclosure
- Will the patio enclosure include any of the following
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 1 copy:

- Original Plans signed and sealed by a Florida licensed Architect/Engineer.
- Product Approval Affidavit Form, if applicable
- Plot plan or property survey showing all setbacks from the property lines to the patio enclosure.
- Sub-contractor permit applications, if applicable
- 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 Building Department to have their signature notarized.**

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.



Town of Sewall's Point Building Department Product Approval Submittal Affidavit

Permit #

Building Address:

Contractor:

Opening Schedule: Swing Doors, Overhead Doors, Sliding Doors, Fixed Glass, Windows & Skylights

FL # or Miami-Dade	Product	Model #	Manufacturer	Glass Description	Attachment Method Type, Size, Spacing & Embedment	Building Design Pressure	Product Design Pressure

Product	Model #	Manufacturer	Attachment Method Type, Size, Spacing, Embedment & Stiffener etc.	Building Design Pressure	Product Design Pressure
Mullions					
Roof					
Siding					
Soffit					
Hurricane Panels Less than 6' span			Gauge of Steel		
Hurricane Panels 6' span or more			Gauge of Steel		

I have reviewed the above components or cladding and I have approved their use in this structure. These products provide adequate resistance to the wind loads and forces specified by current code provisions.

Name: _____

Signature: _____

Certification Number: _____

Date: _____

Please customize the size of this form for your specific structure. It is not intended that you fit the product approval information into the provided spaces. This form is provided as a template.

Application created 12/02/2021