



## Screen Enclosure (New)

### Description

This guideline is used when constructing a new screen enclosure on a residential property. With or without a pan roof

To apply, use the “Screen Enclosure” application on the CSS portal. Select the appropriate option for type of work. Select “No” for the replacement field.

### Who Can Apply

General Contractor (CGC), Building Contractor (CBC), Residential Contractor (CRC), Structural Aluminum or Screen Enclosures Specialty Contractor (SCC), or Owner/Builder.

### Required Documents – always required

- Site Plan
- Architectural Structural Plan
- Impervious Surface Calculation Worksheet
- Burrowing Owl Gopher Tortoise Affidavit

### Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Notice of Commencement
- FEMA Packet and/or Elevation Certificate, if pan roof
- Eagle Management Affidavit

### Owner/Builder Documents

- Owner/Builder Affidavit

### Private Provider Documents

- Notice to Building Official of Use of Private Provider
- Private Provider List of Building Inspections, if using plans review
- Private Provider Plan Compliance Affidavit, if using plans review



## Review

- Building
- Zoning
- Floodplain, if pan roof
- Environmental, if applicable

## Inspections

- Notice of Commencement, if applicable
- Concrete Slab, if applicable
- Aluminum Structure
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

## Additional Notes

This permit type can include a concrete slab and footers.