



## **Screen Enclosure (Replacement)**

### **Description**

This guideline is used when replacing an existing 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 "Yes" 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

### **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
- Aluminum Structure
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

## **Additional Notes**

N/A