



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