



City of Brooksville
 Building Division
 201 Howell Avenue, Brooksville, FL 34601
 Phone: 352-544-8301 Fax: 352-544-8306

Checklist

Pre-Fab Aluminum Additions or Screen Enclosures – With Solid Roof

Documents may be copied; signatures must be original

Office Use

	Permit Application	Completed and signed by: Owner – if submitting permit application as Owner/Builder Subcontractor – if one is used (name; signature/email required on permit application) License Contractor – if contractor is submitting permit application Note: Signatures must be notarized (Building Division provides notary services)
	Recorded Warranty Deed	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Hernando County Clerk of the Courts Office)
	Site Plans	Three (3) site plans indicating the size, dimensions and locations of the proposed improvements. Indicate the setbacks from all sides of the improvements to the property lines and show drainage/water run-off plan.
	Construction Drawings	Two (2) sets of construction drawings; signed and sealed. Plans must include plan view, elevation, and existing floor plan with dimensions of any rooms adjacent to the new addition and the proposed floor plan labeling all rooms including the intended "use" of the proposed area. **Existing Slabs – It shall be the responsibility of the contractor or property owner to provide proof of slab permit, termite treatment and adequacy of slab when erecting a structure on an existing slab.
	Product Approval Specification Forms	Two (2) forms for all exterior components; doors, windows/mullins, siding, roofing, skylights and garage doors; to include the manufacturer's product description and Florida Product Approval Number.
	Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
	Notice of Commencement	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Division prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. (www.sunbiz.org)
	Owner/Builder Affidavit	Required when an owner is submitting a permit application as Owner/Builder. This affidavit must be signed in the presence of a notary.
	Notarized Authorization Letter	If applicant is not legal owner, provide a notarized authorization letter from the property owner.

I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.

 Print Name of Applicant/Contractor

 Signature of Applicant/Contractor

 Date

For Office Use Only

Received By: _____ Date: _____ Accepted: _____ Rejected: _____



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Screen Enclosure / Lanai - Aluminum With Screen Roof

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	Recorded Warranty Deed	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Hernando County Clerk of the Courts Office)
	Site Plans	Three (3) site plans indicating the size, dimensions and locations of the proposed improvements. Indicate the setbacks from all sides of the improvements to the property lines and show drainage/water run-off plan.
	Engineered Construction Details	Two (2) sets of engineered construction details; signed and sealed. Plans must include the elevation drawings of any/all sides being aesthetically changed by the addition. Details should include design checklist and exposure sheet from engineer, if required.
	Plans	Two (2) sets of "plan views" for each of the following items: <ul style="list-style-type: none"> • Elevation view showing material sizes and spacing • Roof / floor plan to declare room use immediately adjacent to proposed screen enclosure. Show egress opening, if applicable.
	Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
	Notice of Commencement	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Division prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. (www.sunbiz.org)
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