



Screen Enclosure Permit  
Building Permit  
Florida Building Code 5th Edition (2014)

12

**Job Information** Application Date: \_\_\_\_\_ Est. cost: \_\_\_\_\_ Permit #: \_\_\_\_\_

Tax/Folio #: \_\_\_\_\_ Job Address: \_\_\_\_\_

Legal Sub/Unit/Blk/Lot: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Mailing Address (if different): \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Contractor Information**

Contractor: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Qualifier's name: \_\_\_\_\_ Job rep: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax/E-mail: \_\_\_\_\_

**Work being performed**

Number of units: \_\_\_\_\_ Square footage: \_\_\_\_\_ Slab needed: \_\_\_\_\_

Setbacks (feet): Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Lside: \_\_\_\_\_ Rside: \_\_\_\_\_

**Please be advised that significant portions of the City of Marco Island are subject to deed restrictions. It is incumbent upon the property owner to research deed restrictions that may be applicable to their property. Questions regarding deed restrictions should be directed to the Marco Island Civic Association (MICA) at (239) 642-7778.**

**The following must be included with the application**

\_\_\_\_\_ Two copies of a survey or scale site plan showing the location of the screen enclosure, setbacks, and the property lines.

\_\_\_\_\_ Two copies of engineered drawings,  
If copies of master drawings are on file with the city, highlight the connections.  
If site specific engineering is used both copies must have the engineer's raised seal.

\_\_\_\_\_ Two copies of dimensional layout, with all dimensions labeled.

All screen enclosures submitted for permitting shall have enough detail on the drawings that the contractor should be able to order the materials, erect the structure, have it inspected by an experienced Building Inspector and reasonably conclude that the end results are without question what the Design Professional certified met the intent of Chapter 20 ( Aluminum) of the Florida Building Code 5<sup>th</sup> Edition (2014) and the design conforms to AA ASM35 and specifications for Aluminum Structures, Aluminum Design Manual, Part 1-A and 1-B, of the Aluminum Association.

I \_\_\_\_\_ have read and adhered to the checklist on page 2 of this application.  
(Name of Qualifier)

1. All drawings submitted for permit shall be drawn to scale.
2. All screen cages, aluminum structures and the like that are submitted for permit shall have all the following in detail:
  - a.  Roof layout.
  - b.  Front wall elevation /elevations.
  - c.  Side, angled and/or back wall elevations.
  - d.  Door locations.
  - e.  All components shall be identified (sizes).
  - f.  The Building Code in effect.
  - g.  The wind speed. Marco Island is 155 mph for screen enclosures.
  - h.  The exposure category.
  - i.  Fastening details:
    - i.  Beam to super gutter
    - ii.  Super gutter to structure
    - iii.  Beam to columns
    - iv.  Beam to beam
    - v.  Columns to concrete/wood
      1.  Expansion anchors/concrete screws shall be a minimum 3" from the edge of the concrete.
      2.  Structures on wood decking shall be anchored within the middle 1/3 of the primary framing or into deadwood that is securely fastened to the primary framing.
  - j.  All columns shall have the bases reinforced by primary and secondary angle brackets, all metal covered.
  - k.  Chair rails shall be 16" minimum to 48" maximum in height above the deck.
  - l.  The minimum clearance (headroom) shall be 7 feet.
  - m.  There shall not be any open ends or voids which could harbor vermin or insects.
  - n.  Self-mating beams and columns shall be fastened at 2 foot intervals and within 3 inches of each end.
  - o.  Concrete anchors shall be embedded a minimum of 1 1/8" into the concrete.
  - p.  An adequate number of cable braces or K-braces shall be called out by the Design Professional.
  - q.  If after the cage has been constructed, there is any sway or movement, additional bracing shall be added to prevent such movement or racking.
  - r.  Screw spacing shall be called out by the Design Professional for beam to column overlap connections or any gusset reinforced butt seam mating connections.

**Regulations and Information**

1. City of Marco Island Building Services is regulated by the Florida Building Code 5th Edition (2014). For more information about the code or to purchase the code, visit <http://www.floridabuilding.org>
2. Please be advised that significant portions of the City of Marco Island are subject to deed restrictions. It is incumbent upon the property owner to research deed restrictions that may be applicable to their property. Questions regarding deed restrictions should be directed to the Marco Island Civic Association (MICA) at (239) 642-7778.
3. Check with the respective property owners association for deed restrictions.
4. Owner-builders must sign an affidavit and supply homeowners insurance.
5. One application must be filled out with the original signature of the qualifier pulling the permit.
6. The fee for this a screen enclosure permit is \$70.00. For a screen wall the permit fee is \$50.00. Concrete work will be charged at a rate equal to \$50.00 per required inspection.
7. A plan review fee of 25% of the permit fee will be charged at the time of application. This fee is not refundable nor is it credited to any other fee.
8. The Electronic Data Conversion Surcharge, added to all permits, will equal 5% of the total permit cost, with a minimum charge of \$5.00 and a maximum charge of \$300.00. The fee is capped at \$100.00 if the documents are also submitted in electronic format.

**RECORDED NOTICE OF COMMENCEMENT MUST BE POSTED IF THE PROJECT VALUATION EXCEEDS \$2,500.00**

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**Contractor's Affidavit**

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.

**No work whatsoever will commence until the building permit has been issued.**

- The permit fee will be quadrupled if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed and that the structure shall not be used or occupied until a Certificate of Occupancy is issued.
- See Section 105.4.1.1 of the Marco Island Administrative Construction Code for information regarding the permit expiration date.

\_\_\_\_\_  
Print Name of Qualifier

\_\_\_\_\_  
Signature of Qualifier

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary