

SCREENED ROOM or POOL ENCLOSURE SUBMITTAL CHECKLIST

City of Daytona Beach

All items must be addressed and completed. Place checkmark by all items (applicant submitted) or N/A for items not needed.

Jobsite Address _____

Contractor/Agent or Owner/Builder _____

Applicant
Submitted N/A

- Completed permit application
- Recorded Notice of Commencement.
- Disclosure Statement (only required for owner/builder applicant).
- Architectural Approval (LPGA & Pelican Bay only)
- Permit authorization of license holder.
- Recorded Warranty Deed (if different from the Property Appraisers webpage).
- Two copies of a survey showing all existing and proposed improvements. Show all measurements from the enclosure to the home, side and rear property lines. (You can make 2 copies of your original survey and then place the enclosure on both survey copies. Bring in original survey for verification)
- Two sets of construction plans designed by a Florida registered architect or engineer to meet the requirements of the current Florida Building Code section 107 submittal documents signed, sealed, and dated. 1 digital copy submitted on a CD, DVD, or USB Jump drive and 1 paper set would comply.
- IF Applicable** - 2 signed, and sealed Elevation Certificates **IF** in 100 year Flood Zone or non-FIRM

Additional plans, documents, and information may be required