



Screen/Balcony Enclosure Permit Checklist

Online Submittal - [Click here for instructions on how to submit for an online permit.](#)

Required Permitting Documents and Information:

- [Building Application](#) – Broward County Uniform Permit Application
 - [Windows & Doors Package](#)
- [Homeowners Association Affidavit of Awareness](#) **Must be submitted even if you do not belong to an Association.*
 - Condo Approval letter from the Association approving such upgrades.
- [Landscape Affidavit for Improvements \(Residential Lots\)](#)
- Signed and sealed survey of the property
- Site Plan
- If project is located on a [South Broward Drainage District \(SBDD\)](#) a permit or release must be obtained from [SBDD](#)
- Signed and sealed survey of the property, showing setbacks of property and location.
- Product approvals, if applicable
- [Property Owner's Acting as Their Own Contractor](#) work performed by homeowner.
- [Notice of Commencement \(NOC\)](#) must be recorded, submitted, and displayed prior to scheduling the first inspection for any non-mechanical project with a job value over \$2,500. *It is preferred, but not required, to submit the NOC in advance to not hold up the first inspection request.*
- Contractors must submit current certificate of insurance for liability and workers compensation, and all applicable licenses.

Plan Reviews Required

- Building
- Zoning
- Engineering
- Electrical, if applicable
- Mechanical, if applicable
- Plumbing, if applicable

Revised Oct 1, 2021 - This form is subject to updating and adjustment and may not be all inclusive due to updates in the codes, regulations and ordinance which may trigger additional requirements.