

## Screen/Balcony Enclosure Permit Checklist

#2 Sets of Plans required

[Click here to submit online.](#)

### Required Permitting Documents and Information:

- [Broward County Uniform Permit Building Application](#) (Revised 01/08/2026)
- [Windows & Doors Package](#)
- [Homeowners Association Affidavit of Awareness](#)  
**IMPORTANT:** Must be submitted even if you do not belong to an Association.
- Condo Approval Letter from the Association approving such upgrades (if applicable)
- Signed and sealed Property Survey
- Signed and sealed drawings and/or Product Approvals
- Floor Plan/Layout
- [Affidavit of Landscape Compliance for Improvements](#) (Residential Lots)
- If project is located on a [South Broward Drainage \(SBDD\)](#) a permit release must be obtained from [SBDD](#)
- [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 \$5,000.  
It is preferred, but not required, to submit the NOC in advance to not hold up the first inspection request.
- [Property Owners Acting As Their Own Contractor](#) (if applicable)

### Required Plan Review

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



*If a resident or business requires a roll-off container, City Ordinance 2013-09 requires the use of Waste Pro.*