



CITY OF HOMESTEAD DEVELOPMENT SERVICES
790 N HOMESTEAD BLVD
HOMESTEAD, FL 33033
TEL. 305-224-4500
FAX. 305-224-4539

Checklist for

SCREEN ENCLOSURE

DEVELOPMENT SERVICES:
Monday thru Friday 7:30 AM – 4:30 PM

- A complete **Building** permit application – Owner’s and Qualifier’s signature Notarized.
- Contractor’s License and Insurance information up-to-date.
- Owner’s signature on application or “Permit Authorization” authorizing contractor as agent.
- Owners/builder permit requires proof of ownership, per Miami-Dade County Chapter 10.
- Folio # needed
- Signed Owner/Builder Permit Affidavit (if owner/builder permit).
- Two (2) complete sets of plans signed and sealed by an architect or engineer.
- Two (2) copies of current legal survey indicating the proposed location of the screen enclosure.
- Two (2) complete sets of Dade County Product Approvals with specifications (see items on Product Control Approval).
- Association Letter of Approval, if applicable (Courtesy i.e.: Villages, Keys Gate, San Remo, etc.).
- Owner/Builder Permit Affidavit and Notice to Contractors.
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

REVIEW PROCESS

1. Zoning
2. Structural Engineer
3. Building Official

****Note**** All trades pull their own permits after Building Permit is issued.

Accepted by _____