



Department of Building and Capital Projects
9705 E. Hibiscus St
Palmetto Bay, Florida 33157
Tel: 305-259-1250 Fax: 1-866-927-5576
www.palmettobay-fl.gov

SCREEN ENCLOSURE PACKAGE

Required Inspections:

- Setback Inspection
- Foundation (for Slab)
- Prelim Review Condition (for anchorage)
- Framing and Final Inspection (scheduled at the same time)
- Electrical (If applicable)

Application reviewed by:

- Zoning
- Building

Checklist:

- Owner/Builder Affidavit (if permit is by Homeowner)
- Building Permit Application
- Signed and sealed drawings (2) Sets
- Full scaleable survey (2) copies provided by applicant-indicating location and setbacks
(The survey must not be reduced, faxed, enlarged, or cut)

**** The Application must indicate; total square footage of the job; the job value (labor and materials); and in remarks give a brief description of the work to be done.**

*** The survey must show the setbacks for all proposed structures.**

*** Notice of commencement, if applicable, must be filed at the Miami-Dade County
11805 SW 26th Street, 786-315-2000**

ATTENTION HOMEOWNERS

**Permit application and owner/builder affidavit must be notarized by
Building & Permitting Division Clerks.**

**Proof of Ownership is required (recorded warranty deed, tax statement,
settlement statement)**

Homeowner must appear in person with a valid picture ID

If contractor is hired, the contractor must pull the permit.