



# Screen Enclosure Permit Building Permit

Florida Building Code 8th Edition (2023)  
Florida Fire Prevention Code 8th Edition

# 12

**Job Information** Application Date: \_\_\_\_\_ Est. cost: \_\_\_\_\_ Permit #: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Job Address: \_\_\_\_\_

Legal: Sub/Unit/Blk/Lot: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Mailing Address (if different): \_\_\_\_\_

## Primary Contractor Information

Contractor: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Address/Email/Phone: \_\_\_\_\_

Job Representative Contact Info: \_\_\_\_\_

## Description of Work

\_\_\_\_\_

## Work being performed

Number of units: \_\_\_\_\_ Square footage: \_\_\_\_\_ Slab needed: \_\_\_\_\_  
Setbacks (feet): Front: \_\_\_\_\_ Rear: \_\_\_\_\_ L Side: \_\_\_\_\_ R Side: \_\_\_\_\_

**Be advised that significant portions of the City of Marco Island are subject to deed restrictions. It is incumbent upon the property owner to research deed restrictions that may be applicable to their property. Questions regarding deed restrictions should be directed to the Marco Island Civic Association (MICA) at (239) 642-7778.**

## The following must be included with the application

- ☐ A survey or scale site plan showing the location of the screen enclosure, setbacks, and the property lines.
- ☐ An electronic copy in pdf form of the engineered drawings.
  - o If copies of master drawings are on file with the city, highlight the connections.
  - o If site specific engineering is used, plans must be signed and sealed by the engineer.
- ☐ A dimensional layout, with all dimensions labeled.

## Regulations and Information

1. City of Marco Island Building Services is regulated by the Florida Building Code 8th Edition (2023). For more information about the code or to purchase the code, visit <http://www.floridabuilding.org>
2. Visit [www.cityofmarcoisland.com/CSS](http://www.cityofmarcoisland.com/CSS) for more information about how to submit for permit.
3. Please be advised that significant portions of the City of Marco Island are subject to deed restrictions. It is incumbent upon the property owner to research deed restrictions that may be applicable to their property. Questions regarding deed restrictions should be directed to the Marco Island Civic Association (MICA) at (239) 642-7778.
4. Check with the respective property owners association for deed restrictions.
5. Owner-builders must sign an affidavit and supply homeowners insurance.
6. One application must be filled out with the original signature of the qualifier pulling the permit.
7. The fee for a screen enclosure, or aluminum carport with pan roof is \$103.00. Concrete work will be charged at a rate equal to \$50.00 per required inspection.
8. The fee for screenwalls is \$54.00 per required inspection.
9. The fee for aluminum railings or guardrails is \$81.00 per required inspection.
10. A plan review fee of 38% of the permit fee will be charged at the time of application. This fee is not refundable nor is it credited to any other fee.

All screen enclosures submitted for permitting shall have enough detail on the drawings that the contractor should be able to order the materials, erect the structure, have it inspected by an experienced Building Inspector and reasonably conclude that the end results are without question what the Design Professional certified to meet the intent of Chapter 20 ( Aluminum) of the Florida Building Code 8<sup>th</sup> Edition (2023), and the design conforms to AA ASM35, and specifications for Aluminum Structures, Aluminum Design Manual, Part 1-A and 1-B, of the Aluminum Association.

I, \_\_\_\_\_, have read and adhered to the checklist on page 2 of this application.

(Name of Qualifier)

City of Marco Island - Aluminum Structures Minimum Requirements Checklist

1. All drawings submitted for permit shall be drawn to scale.
2. All screen cages, aluminum structures and the like, that are submitted for permit shall have all the following in detail:
  - a. ☐ Roof layout.
  - b. ☐ Front wall elevation /elevations.
  - c. ☐ Side angled and/or back wall elevations.
  - d. ☐ Door locations.
  - e. ☐ All components shall be identified (sizes).
  - f. ☐ The Building Code in effect.
  - g. ☐ The wind speeds. Marco Island is 155 mph for screen enclosures.
  - h. ☐ The exposure category.
  - i. ☐ Fastening details:
    - i. ☐ Beam to super gutter
    - ii. ☐ Super gutter to structure
    - iii. ☐ Beam to columns
    - iv. ☐ Beam to beam
    - v. ☐ Columns to concrete/wood
      1. ☐ Expansion anchors/concrete screws shall be a minimum 3" from the edge of the concrete.
      2. ☐ Structures on wood decking shall be anchored within the middle 1/3 of the primary framing or into deadwood that is securely fastened to the primary framing.
  - j. ☐ All columns shall have the bases reinforced by primary and secondary angle brackets; all metal covered.
  - k. ☐ Chair rails shall be 16" minimum to 48" maximum in height above the deck.
  - l. ☐ The minimum clearance (headroom) shall be 7 feet.
  - m. ☐ There shall not be any open ends or voids which could harbor vermin or insects.
  - n. ☐ Self-mating beams and columns shall be fastened at 2-foot intervals and within 3 inches of each end.
  - o. ☐ Concrete anchors shall be embedded a minimum of 1 1/8" into the concrete.
  - p. ☐ An adequate number of cable braces or K-braces shall be called out by the Design Professional.
  - q. ☐ If after the cage has been constructed, there is any sway or movement, additional bracing shall be added to prevent such movement or racking.
  - r. ☐ Screw spacing shall be called out by the Design Professional for beam to column overlap connections or any gusset reinforced butt seam mating connections.

**Job Information** Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Design Professional Information** (Enter Name, License Number, and Address.)

Architect: \_\_\_\_\_

Engineer: \_\_\_\_\_

**Miscellaneous Information** (Enter Company Name and Address.)

Fee Simple Title Holder: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Mortgage Lender: \_\_\_\_\_

**Additional Portal Access Permission**

I am authorizing the general contractor for this project \_\_\_\_\_, and/or permitting service \_\_\_\_\_, to have full access to this permit via the Citizens Self Service Portal. I acknowledge that I am solely responsible for managing any/all permits applied for under my license.

**Voluntary Owner Contact Info**

If the property owner for this project would like to be copied on City emails related to this permit add their email here. Owner's Email Address: \_\_\_\_\_

**Job Information** Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Owner's Affidavit** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Print Name of Owner or Agent for Owner

\_\_\_\_\_  
Signature of Owner or Agent for Owner

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_, who is ☐ personally known to me, or ☐ has produced \_\_\_\_\_ as identification,

by means of ☐ physical presence or ☐ online notarization.

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary

**Contractor's Affidavit**

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.

**No work whatsoever will commence until the building permit has been issued.**

- The permit fee will be quadrupled if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed and that the structure shall not be used or occupied until a Certificate of Occupancy is issued.
- See Section 105.5 of the Marco Island Administrative Construction Code for information regarding the permit expiration date.
- I will provide the Florida DBPR - Florida Lien Law statement to the person whose property is subject to attachment.

\_\_\_\_\_  
Print Name of Licensed Contractor

\_\_\_\_\_  
Signature of Licensed Contractor

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

by \_\_\_\_\_, who is ☐ personally known to me, or ☐ has produced \_\_\_\_\_ as identification,

by means of ☐ physical presence or ☐ online notarization.

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary