

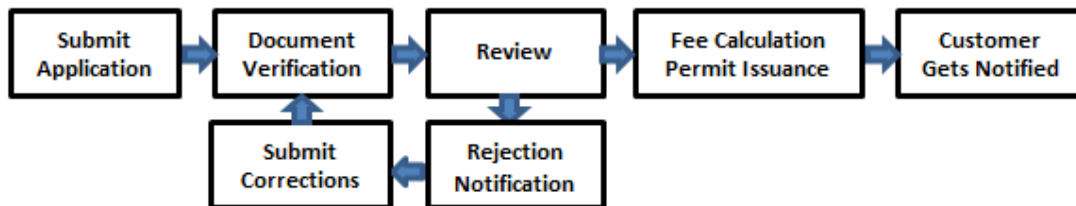


Aluminum Enclosures/Rooms Application Requirements

Apply online at: <http://permits.ocoee.org>

Aluminum Structure Permits are required for the construction and installation of Screen Pool Enclosures and Screen Rooms. The Building Division accepts Aluminum Structure Permit Applications in person and/or on line at: <http://permits.ocoee.org>

Workflow Steps: 5-7 Business Days.



Permit Fee: \$30, plus \$3.50 per \$1,000 of residential construction cost. *State Surcharges will apply and other fees may be applicable.*

- Building Permit Application Form completed signed and notarized Application must include correct address and complete parcel I.D. number.
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.ocoee.org>
- Limited Power of Attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. Must be site specific and notarized.
- Owner Builder Statement Affidavit form, with owner's signature notarized, if property owner is acting as his/her own contractor.
- Notice of Commencement: Required for projects with work valuations over \$2,500. A certified recorded copy in the Orange County Comptroller's Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.
- Ocoee Impervious Area Calculation Worksheet with complete calculations.

- Two (2) sets signed and sealed construction plans, or current copies of approved City of Ocoee master file plans. Including anchorage for minimum 129 mph wind load. The construction drawings submitted with the application shall indicate the name and address of the designer, who shall be a registered engineer with the State of Florida. The engineers' signature and seal shall be affixed to drawings. Include electrical devices to be added.
- Two (2) site plans, drawn to scale with accurate measurements. The dimensions of areas shown on site plan must match dimensions of construction plans.
 1. Lot with all dimensions.
 2. Proposed structure location with ALL setback dimensions.
 3. Location and dimensions of any existing structures.
 4. Location and dimensions of any easements.
 5. Abutting streets and/or lots.
 6. Location of septic system and/or utilities.
 7. Location of A/C units and/or any other equipment.
- Two (2) Product Approval Specification Sheets complete with the Florida Product Approval Numbers Notices of Acceptance for building envelope products, such as windows, doors, skylights, roofing, etc. Florida Product Approval numbers can be located at: www.floridabuilding.org

Permit Holder/Contractor must provide a complete package of installation instructions corresponding to the Product Approval Specification Sheet at the time of inspection to avoid re-inspection penalties.