

ENCLOSING A PORCH OR CARPORT PERMIT

To get a permit for enclosing a porch or carport, appear in person at 214 Hogan Street, 2nd floor, between 7:00 a.m. and 3:00 p.m. Monday through Friday. You will need to bring two copies of your scalable certified survey (a map of your property that you should have received at closing), proof of your Homestead Tax Exemption, a photo ID, and drawings (two copies).

The drawings need to include a floor plan, elevations of all sides, and typical wall sections. If the original supports for the carport roof are to remain in place, the drawings do not necessarily have to be engineered, but there can be exceptions to this depending on the unique circumstances of your project. If engineering is required it shall be by a state licensed design professional in accordance with the Florida Building Code, the IBHS Guideline for Hurricane Resistant Residential Construction, the ANSI/AF&PA Wood Frame Construction Manual for One- and Two-family Dwellings, the FC&PA Guide to Concrete Masonry Residential Construction in High Wind Areas, or the WPPC Guide to Wood Construction in High Wind Areas. You will also need energy calculations and a product approval information sheet showing Florida Product Approval numbers for all exterior cladding elements not governed by A.S.T.M. standards (windows, doors, vinyl siding, etc.). If you have a septic tank, it will have to be re-certified for proper operation and capacity by the Health Department.

When you arrive at the permitting office, pick up a Building Permit Application and a Property Owner Disclosure at the Plans Review counter. Complete the application, and proceed to the Zoning counter. Zoning will review the scalable survey for compliance with the requirements of your zoning district.

Next, go to the Development Services counter. They will review the application for repetitive loss claims from flooding.

Next, stop at the Plans Review counter to obtain a permit number.

Next, see the Small Projects Plans Examiner. They will review all of the building plans and give final approval to the Building Permit Application and give you a payment slip to take to the Tax Collector. You will also get one of the two sets of plans back with approval stamps, signature, and permit number. You may use cash, personal check, or MasterCard or Visa to pay for the permit. After you pay, the Tax Collector will give you the actual building permit.

The permit fee for alterations and repair is based on the of construction cost with a minimum charge of \$250.00.

If the cost of construction (appears on the Building Permit Application) exceeds \$2500.00, then a Notice of Commencement is required. The notice is signed by the property owner and recorded at the Clerk of the Court,. There is a \$10.00 fee to record a one-page document. A copy of the recorded notice displaying the permit number is then delivered to the Information counter or faxed to 255-8552.