



February 10, 2009

MEMORANDUM

BULLETIN G-02-09

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., LEED AP
Chief, Building Inspection Division

Subject: **Attaching a Sunroom/Screen Room to an Existing Host Structure**

Effective for permits applications submitted on or after March 15, 2009, the following guidelines are to be followed for a sunroom or screen room (the "room") attached to a host structure.

1. If the structural components for the new room are attached or anchored in any way to the host structure then details shall be clearly indicated on the drawings how the attachments/anchoring shall take place.
2. The drawings must indicate the size of the members of the host structure to which the new components are being attached.
3. The drawings must indicate the type of anchors/fasteners, their size and spacing.
4. If the drawings are signed and sealed by a Florida licensed architect or engineer, they are taking full responsibility for not only the new structure but also the structural integrity of the host structure support to which the new structure is connected.
5. If the drawings include a disclaimer note from the architect/engineer stating that the homeowner/contractor shall verify that the host structure is of sufficient strength to support the proposed addition, then one of the below measures are required:
 - The permitting package shall include an original document (letter or drawing) signed and sealed by a Florida licensed architect or engineer attesting that the host structure will support the loads placed on it by the new structure.
 - In lieu of the above, the contractor shall provide an original signed and notarized Affidavit for Attaching a New Structure to and Existing Structure. See copy attached.

AFFIDAVIT FOR ATTACHING A NEW STRUCTURE TO AN EXISTING STRUCTURE

TO: Building Inspection Division, City of Jacksonville, 214 North Hogan Street

Home Owner: _____
Name

Street Address

City, State and Zip Code

Contractor: _____

Permit Number B- ___ - _____

As the Contractor for the proposed new structure located at the above address, I have personally viewed with the above named home owner those portions of the existing structure on which portions of the proposed new structure are to be attached for structural support. I am confident that the drawings and details included with this permit application depict the existing conditions of the host structure, and the members of the existing structure upon which the new structure are to be attached are sound with no rot or deterioration. The home owner has been advised by me that, in my best judgment based on experience and knowledge of structural adequacy, the members of the existing structure upon which the new structure are to be attached are sound with no rot or deterioration and will support all structural loads and forces imposed on them. By signing below, I hereby declare that I will hold the City of Jacksonville harmless and release it from any responsibility and liability for any adverse consequences or failures resulting from this work, and further that I will not initiate, execute or enjoin any legal action against the City of Jacksonville for such consequences or failures.

A copy of this document will be recorded as an official record with the Building Inspection Division permit history so that any and all future buyers/owners of this property may be made aware of the status of work performed on this structure.

Signed _____ Date ____/____/____

Before me this ____ day of _____
In the County of Duval, State of Florida, has personally appeared

_____ herein by himself/herself and
Affirms all statements and declarations herein are true and accurate.

Notary Public at Large, State of _____, County of _____
Personally Known _____ or Produced Identification _____
ID Type _____