



SCREEN ENCLOSURE PERMIT APPLICATION CHECKLIST

Required Permit Applications:

- ☐ Broward County Uniform Building Permit Application (*filled out and notarized*) [Broward County Uniform Building Permit Application](#)

Permit Review Stops:

- | | |
|--------------------------------------|--|
| ☐ Engineering | ☐ Electrical (<i>if applicable</i>) |
| ☐ Structural | ☐ Zoning |

Minimum Plan Submittal:

- ☐ Documented proof of cost, including all trades
- ☐ Plans signed and sealed by a Florida licensed architect or engineer.
- ☐ Survey showing the scope of work and easements (*if applicable*)
- ☐ Plans of slab showing thickened edge and reinforcement
- ☐ NOAs or notice of acceptances for fiber mesh if used
- ☐ Impervious and Pervious Space Calculations form filled out [ImperviousCalc Sheet](#)

Other Requirements & Information:

- ☐ Updated contractor documents or submit contractor registration form (*if not registered with the City*)
- ☐ Owner Builder Disclosure Statement (*if owner performs the work*) [Owner-Builder-Disclosure-PDF](#)
- ☐ Notice of commencement (*if job value is over \$5,000*) [Notice of Commencement](#)
- ☐ Easement agreement (if installing fence in an easement) [EASEMENT AGREEMENT](#)
- ☐ Complete "Fences for New or Existing Pools" form (*when applicable*)

Please check with BORA website for latest revision: [Code Appeals Broward County - Board of Rules and Appeals](#)

Please note that this checklist is not intended to be all-inclusive.

Due to changes in the codes, regulations, ordinances and job conditions, other requirements may apply.



CONTRACTOR REGISTRATION REQUIREMENTS

Listed below is the documentation required to register as a Contractor with the City of Oakland Park.

1. Signed and notarized Contractor Registration Form completed in its entirety.
2. State of Florida Certification or State Registration and/or Central Board of Examiners of Broward County Certificate of Competency Card. The City of Oakland Park cannot accept Certifications, Registrations, or Certificates of Competency from any other jurisdictions or examining boards.
3. County Business Tax Receipt from the County in which your business is located.
4. Certificate of Insurance which identifies Liability Insurance and Worker's Compensation information. The Certificate of Insurance shall identify the City of Oakland Park with an address of 1100 Park Lane East, Oakland Park, FL 33334, as the Certificate Holder. A Worker's Compensation Exemption from the State of Florida may substitute the requirement of Worker's Compensation Insurance.
5. Qualifier's State Driver License.



CONTRACTOR'S REGISTRATION FORM

Company Name (DBA):		
Company Address:		
City:	State:	Zip Code:
Mailing Address:		
City:	State:	Zip Code:
Phone #:	Fax #:	Email:
Type of Contractor:		
Qualifier's Name:		Driver License #:
Qualifier's Address:		
City:	State:	Zip Code:
State Cert #:	State Reg #:	Cert of Comp #:
County BTR #:	City BTR #:	Other Lic #:

LIABILITY INSURANCE

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

WORKER'S COMPENSATION

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

Signature of Qualifier

Date

NOTARY as to Qualifier

Date

Printed name of NOTARY

Seal



BUILDING DEPARTMENT

**DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE
VELOCITY WINDS YOU ARE REQUIRED TO**

SECURE THIS SITE

**IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects in exposed outdoor locations shall be
lashed to rigid construction or shall be stored inside an
enclosed structure.**

**Florida Building Code Broward County Administrative Provisions Section
110.13.2.4**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE
DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH
CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID
CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION
MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS**

This includes but not limited to:

- 110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash
- 110.13.2.2 Waste and Trash Enclosures Temporary Toilets
- 110.13.2.3 Loose Construction Debris Forms and Construction Materials
- 110.13.2.5 Roofing Tile and Materials Construction Shacks
- 110.13.2.5 (1) Loading of Roof Tile
- 110.13.2.5 (4) Store the construction materials inside an enclosed structure.
- 110.13.3 Building materials shall be loaded on a roof no earlier than (20) working days prior to permanent installation.
- Temporary Electric Service Poles

AND PROTECT ALL GLASS AREAS