



CITY OF HOMESTEAD DEVELOPMENT SERVICES  
100 CIVIC COURT  
HOMESTEAD, FL 33030  
TEL. 305-224-4500  
FAX. 305-224-4539

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Checklist for

## SCREEN ENCLOSURE

ALL DOCUMENTS MUST BE SENT ELECTRONICALLY TO  
[permits@cityofhomestead.com](mailto:permits@cityofhomestead.com)

- Completed Permit Application – Owner’s and Qualifier’s signature Notarized.
- Contractor’s license and insurance information must be current.
- Construction plans signed, sealed and dated by design professional (architect or engineer).
- Current legal survey of property.
- Lot coverage calculations for Zoning review.
- Owner/Builder Permit Affidavit (if owner/builder permit).
- Association Letter of Approval, if applicable (Courtesy i.e.: Villages, Keys Gate, San Remo, etc.).
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

### REVIEW PROCESS

1. Zoning
2. Building
3. Structural
4. Building Official