



MINIMUM SUBMITTAL REQUIREMENTS FOR SUNROOM, SCREEN ENCLOSURE & PRE-ENGINEERED SCREEN ROOM

FBC 6th Edition (2017)

Y	N	N/A	ADMINISTRATIVE DOCUMENTS (FBC-Building 105)
			1. All applicable application sections or fields filled-in, including a detailed scope of work. (FBC-Building 105.3)
			2. Owner/Agent and Contractor/Qualifier signatures notarized. (FBC-Building 105.1)
			3. Owner builder exemption form; if applicable. (Florida Statute 489.103(7) & must be signed in person at the Building Department)
			4. Tree removal/site clearing affidavit. If no protected trees are to be removed, check NO on the application. If protected trees are to be removed, provide a tree survey with the location of tree species, sizes shown in relation to proposed and existing improvements.
			5. Copy of Recorded Notice of Commencement (Required if construction value is greater than \$2,500).
			6. Completed Homeowner Sunroom/Screen Enclosure/Screen Room Affidavit.
			7. Copy of the Board of Adjustment approval letter, if applicable.
			8. Boundary/Legal Survey of property with surveyors signature and flood zone (2 unaltered copies to scale).
			9. Completed Checklist.
Y	N	N/A	PERMIT PACKAGE – MINIMUM PLAN REQUIREMENTS
			Two (2) sets neatly bound, with all drawing pages & attachments numbered. All drawings to be drawn to scale using instruments. <i>(Administrative documents are not be include in Bound Plans)</i>
			10. Title page includes index of all drawing pages and attachments, the Type of Construction, Occupancy Class and all applicable codes: Florida Building Code – 6 th Edition (2017), 2011 National Electrical Code, Jacksonville Beach Land Development Code.
			11. Site Plan clearly indicating the size and location of the proposed screen room, property lines, easements, etc. Clearly identify Enclosure Category. The site plan can be drawn onto the boundary survey. The site plan must indicate the person who draws the plan. The printed name, address, telephone number, signature, date, (and registration or license number, if applicable) of the person who drew the plan is included on <u>every page and every attached drawing</u> ; then that person is to sign and date each page.
			12. Site specific plans. Pre-engineered master design manuals are acceptable, however, structural components not covered by the manuals must be site specifically engineered (example: wood framed knee wall under aluminum). Master design manuals must include a peer review letter as required by F.S.489.113.
			13. Connection details between the Existing Structure Slab and Proposed Slab. For Categories I and II, the slab elevation differential between the proposed structure and host structure must be sufficient to prevent water intrusion into host structure.
			14. Weight of shingles over panel roof must be acknowledged by engineer and > 2:12 slope, if applicable.
			15. Two (2) copies of the completed Product Approval Information Sheet in accordance with FAC 61G20-3 per FS 553.842.
Y	N	N/A	ELECTRICAL REQUIREMENTS
			16. Notate on plan. State on the plan no electrical work proposed. If the required receptacle on the rear of the structure is enclosed by the screen room, state on plan to provide receptacle on the exterior of the screen room and that all wiring will be in accordance with the 2011 NEC-Article 210.52 (A1 through A3).
Y	N	N/A	INSPECTION REQUIREMENTS
			Removable panels must be identified by decal per R301.2.1.1.1.
			Proof of termite protection required for structures when any new slab or footing is poured.
			Window protection installed where required.
			Note: After November 1, 2007, pictures will no longer be accepted for footing inspections.

The table, **Sunroom and Screen Enclosure Requirements**, which is included in the Homeowner Sunroom Enclosure Affidavit attached, is a general guideline for the minimum requirements for these structures. There are other requirements of the **FBC-R** and **VSS**, and this table should not be considered to be the only design criteria.

DESIGN CRITERIA

Sunroom and Screen Enclosures & Pre-Engineered Screen Rooms

Sunroom and screen/vinyl enclosures will be permitted according to the design criteria and requirements found in the **Florida Building Code- Residential, 5th Edition**, herein after referred to as **FBC-R** and **Voluntary Specifications for Sunrooms**, AAMA/NPEA/NSA 2100 with the structural requirements and testing provisions of Chapter 5 modified to incorporate ASCE 7, herein after referred to as **VSS**.

FBC-R, Section R202 Definitions provides the following:

SUNROOM:

1. A room with roof panels that include sloped glazing that is a one-story structure added to an existing dwelling with an open or glazed area in excess of 40% of the gross area of the sunroom structure's exterior walls and roof.
2. A one-story structure added to a dwelling with structural roof panels without sloped glazing. The sunroom walls may have any configuration, provided the open area of the longer wall and one additional wall is equal to at least 65% of the area below 6'-8" of each wall, measured from the floor.

SCREEN ENCLOSURE:

1. A building or part thereof, in whole or in part self-supporting, and having walls of insect screening with or without removable vinyl or acrylic wind break panels and a roof of insect screening, plastic, aluminum or similar lightweight material.

VSS, Section 3.1.2 defines the following Sunroom Categories:

Category I: A roof or a covering of an outdoor space. The openings shall be permitted to be enclosed with insect screening or 20 mil maximum thickness plastic film. The space is defined as non-habitable and unconditioned. **Note:** A Screen Enclosure by the **FBC-R** definition can only meet Category I.

Category II: A roof or a covering of an outdoor space with enclosed walls. The openings are permitted to be enclosed with translucent or transparent plastic or glass. The space is defined as non-habitable and unconditioned.

Category III: A roof or a covering of an outdoor space with enclosed walls. The openings are permitted to be enclosed with translucent or transparent plastic or glass. The sunroom complies with additional requirements for forced entry resistance, air leakage resistance and water penetration resistance. The space is defined as non-habitable and unconditioned.

Category IV: A roof or a covering of an outdoor space with enclosed walls. The sunroom is designed to be heated and/or cooled by a separate temperature control or system and is thermally isolated from the primary structure. The sunroom complies with additional requirements for forced entry resistance, water penetration resistance, air leakage resistance and thermal performance. The space is defined as habitable and conditioned.

Category V: A roof or a covering of an outdoor space with enclosed walls. The sunroom is designed to be heated and/or cooled and is open to the main structure. The sunroom complies with additional requirements for forced entry resistance, water penetration resistance, air leakage resistance and thermal performance. The space is defined as habitable and conditioned.

The design criteria for Screen Rooms, Sunrooms and Screen Enclosures are as required in the above referenced code section.