



# City of Auburndale

## Residential Screen Room, Shed, and Carport Guidelines

*Revised September 2021*

*Please include the following items in the order shown below.*

### **Building Permit Application**

Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Building Permit Application, contact Construction Services at 863-965-5530 or [permit@auburndalefl.com](mailto:permit@auburndalefl.com)

### **Owner-Builder Affidavit**

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

### **Plot/Site Plan**

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

### **Complete Set of Plans**

Please provide a complete and concise illustration of the proposed work that is prepared with sufficient clarity to indicate the location, nature, and extent of the proposed work. Show in detail that the proposed work will conform to the provisions of the current Florida Building Code, relevant laws, ordinances, rules, and regulations, applicable thereto, of the State of Florida and City of Auburndale. A complete written scope of work is required. All structural elements of construction must be signed and sealed by a licensed design professional.

## **Notice of Commencement**

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

## **Product Approval Checklist**

The product approval checklist must be submitted. The Florida Product Approval numbers and installation sheets are required to be submitted for review. To obtain these documents and installation sheets, please visit [www.floridabuilding.org](http://www.floridabuilding.org)

*Customers, please send questions, comments, and suggestions for this checklist to [permit@auburndalefl.com](mailto:permit@auburndalefl.com). We update this list periodically.*