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CITY OF WEST PARK  
**SCREEN ENCLOSURE PERMIT CHECKLIST**

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**Required Permit Applications:**

- [Building Permit](#)

**Permit Review Stops:**

- Building
- Zoning
- Flood

**Minimum Plan Submittal**

- Two (2) sets of Surveys (shown on a recent Certified Property Survey or separate Site Plan).
- Two (2) original recorded [Notices of Commencement](#) if the job cost is over \$2,50.00 (filed at Records Department, Broward County Governmental Center, Room 14, 115 South Andrews Avenue, Fort Lauderdale, FL)
  - Two (2) sets of shop drawings signed and sealed by Engineer.
  - Two (2) sets of plans showing the proposed foundation.

**\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**