

**SCREENED ROOM or POOL ENCLOSURE
SUBMITTAL CHECKLIST**
City of Daytona Beach

Jobsite Address _____

Contractor/Agent or Owner/Builder _____

Applicant
Submitted N/A

- Complete the permit application submittal online.
- Recorded Notice of Commencement.
- Disclosure Statement (only required for owner/builder applicant).
- Architectural Approval (LPGA & Pelican Bay only)
- Permit authorization of license holder (if Applicable).
- Recorded Warranty Deed (if different from the Property Appraisers' webpage).
- Signed and sealed survey providing of the following:
 - All proposed improvements showing the setback measurements for the pool and screen enclosure (if applicable)
 - Measurements from the pool to the home and all accessory structures.
 - Flow arrows showing storm water runoff.
 - Flood Zone according to the most current FEMA map.
- Construction plans designed by a Florida registered engineer to meet the requirements of section R301, 2023 FBC 8th Edition, Residential, signed, sealed and verified by a 3rd party.
- IF Applicable - signed, and sealed Elevation Certificate IF in 100 year Flood Zone or non-FIRM.

Additional plans, documents, and information may be required