

**MINIMUM PLAN REQUIREMENT  
Aluminum Roof, Carport and Screen Room**

**Provided    Required**

- |          |       |  |
|----------|-------|--|
| 1. _____ | _____ | Two (2) sets of drawings, three (3) sets if septic or well. Plans shall be submitted in accordance with appropriate plans checklist from engineer’s instruction manual.  |
| 2. _____ | _____ | Aluminum Roofed Carport, Screen Porch or Enclosed Room required checklist, design specification from the engineer’s design manual and the Manatee County coversheet. (2 copies)  |
| 3. _____ | _____ | Raised Seal Survey if Solid Roof (1 original and 1 copy) (Show Easements, Flood Zones, Setback Line, Mean High Water Line, Wetlands, & Existing Structures, etc...)  |
| 4. _____ | _____ | Site Plan, showing existing structures, proposed structures, with setbacks, Air-conditioning and pool equipment; as applicable. (1 original and 1 copy)  |
| 5. _____ | _____ | Notice of Commencement, recorded by the Clerk of Circuit Court. (1 copy) (Due prior to permit being issued)  |
| 6. _____ | _____ | Subcontractor Verification with contractor’s signatures and printed names. (1 copy) (Due prior to permit being issued)   |
| 7. _____ | _____ | All Construction Drawings, NOA’s and Installation Details must be provided on standard, “full size” drawings (11” x 17”, 18”x 24” or 24”x 36”). <u>Individual 8 ½” x 11” or 8 ½” x 14” accepted for surveys and soil reports only.</u> |

**The wind design speed, exposure and co-efficient of internal pressure must be noted on drawings.**

**Expiration of Permit Applications per Section 105.3.2, Florida Building Code:**

An application for a building permit for any proposed work shall be deemed to have been abandoned 6 months (180 days) after the date of making application for the permit, unless before then a permit has been issued. An extension of time of not more than 90 days may be allowed by the Building Official for the application provided the extension is requested in writing and justifiable cause is demonstrated.

**--- PLEASE RETURN COPY OF CHECKLIST WITH DRAWINGS ---**

\_\_\_\_\_  
*Signature of Permit Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Plans Examiner at in-take*

\_\_\_\_\_  
*Date*

(Revised 02/09/15)