



How to obtain a permit for:

# Aluminum Structures

- \* Pool Enclosures
- \* Screen Enclosures



## Building Division

160 Cypress Point Pkwy  
Suite B-106  
Palm Coast, Florida 32164  
386-986-3780 (Office)  
386-986-3781 (Fax)

The following numbers will be helpful throughout the process of obtaining your permit.

- **Building** 386-986-3780
- **Building Inspections** 386-986-4747
- **Zoning** 386-986-3751
- **Stormwater** 386-986-4760
- **Code** 386-986-3764
- **Utility** 386-986-2360
- **Property Appraiser** 386-313-4150

Visit us on the Web

[www.ci.palm-coast.fl.us](http://www.ci.palm-coast.fl.us)



## NOTICE OF COMMENCEMENT



A recorded and certified notice of commencement must be submitted prior to requesting your first inspection. This is a Florida Statute required on jobs valued at \$2500.00 or greater.

### When do I pay?

All fees are to be paid upon the issuance of the permit.  
Any outstanding fees shall be paid prior to the last inspection.

Fees can be paid by visiting our office OR on the City Website using the 'Building Works' link on the home page.

# What do I need?



- \* Permit Application
- \* Recorded Warranty Deed
- \* Construction drawings
- \* Construction lien law affidavit
- \* Notice of Commencement
- \* Owner/ Builder disclosure
- \* Site Plan
- \* Landscape Plan
- \* Right Of Way application (if pouring concrete)
- \* Foundation Survey (required once concrete is poured)

*Visit our website for additional information as well as printing any forms required for your permit.*

*Upon review, if any additional information is required, each department will contact you directly. In addition, you will receive an instant notification via email / fax through our computer software system—please be sure we have your correct information on file. You may also view the status and notes of your permit on our website—online permit search link.*



# Important Facts

- \* It is the responsibility of the applicant to show proof that an **existing slab** (regardless of how old it is) meets the design standards of the aluminum structure plans. In most cases, this will require a letter from an engineer / architect.
- \* Individual structures such as mechanical equipment and pumps shall be screened by property owner with visual buffer planting, when visible from right-of-way, parking areas, or adjacent properties. In lieu of visual buffer planting, solid decorative fencing or walls may be installed to screen from public view. Plants used shall be native or shall be vegetation that conserves water, is adaptable to local conditions, and is drought tolerant.
- \* Foundation plantings are required for side street structure exposures and for the rear of the structure facing saltwater canals, freshwater canals, lakes, golf courses and public right-of-ways.

*To inquire about setbacks, size restrictions, height restrictions, materials, landscaping requirements, colors, please contact the Zoning Division at 986-3751*

An aluminum structure (cage) is a structure with a screen roof.

These structures are required to meet the minimum standards of the Florida Building Code.

It is highly recommended that you permit the slab and the structure together – this allows for a complete plan review of the entire project in addition to saving you \$\$\$\$

*All inspections requested by 7:00 a.m. are done the same day by the Building Department. Inspection results will be available by 4:00 p.m. the same day.*



**Notice for  
Owner/Builders**

State law requires construction to be done by licensed contractors. Performing your own work in accordance with F.S.489.103(7) is your right and represents more than a challenge in consideration of the prevailing codes, standards and ordinances governing construction in the State of Florida.

**You must have a thorough understanding of these codes, including building, plumbing, mechanical, electrical, energy accessibility, state laws, standards and local ordinance when acting as a contractor.**