

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE
SCREEN ENCLOSURE**

Completed Permit Application. All relevant information must be provided. This includes, but may not, be limited to, customer/contractor information, flood zone, finished floor elevation, square feet, (estimated costs, subcontractors information must be provided on permit application.

- ☐ Permit application – signed by the aluminum contractor (in the case of aluminum construction), or a Class A, B or C Contractor if a contractor is hired-the licensed contractor must be listed at the time of application and must be registered with the Building Department.
- ☐ Owner/Builder Disclosure – this is required when an owner is obtaining a permit
- ☐ Warranty Deed - One copy of a recorded warranty deed and/or Property Appraiser verification of owner
- ☐ Construction Drawings– Two (2) sets of drawings of the existing slab and roof elevation showing size and spacing of roof supports. If supports are aluminum, spacing must be to aluminum code. Existing slab new roof-in addition to 3A, showing roof framing and covering, member spacing and beam size. New slab and roof-in addition to 3B, showing slab thickness and reinforcing
- ☐ Surveys – Two (2) surveys indicating dimensions and setback information for either an existing or new slab. (All setbacks must comply with the Land Development Code Dimensional Requirements)
- ☐ Notice of Commencement – a certified copy of the recorded notice of commencement is required for any job \$2500.00 or greater prior to the first inspection - it is not required to submit for the permit.
- ☐ Completed Roll-Off Dumpster Form
- ☐ DBPR & Volusia County License Check

Fees are subject to the fee schedule which can be obtained through the Building Department.

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR INSPECTIONS
SCREEN ENCLOSURE**

- A. Foundation/slab (if applicable)
- B. Framing (if applicable)
- C. Final

Taken in by: _____

Date: _____