



City of North Port
Development Services Department
4970 City Hall Boulevard
North Port, FL 34286

Phone (941) 429-7044 Email: bldginfo@northportfl.gov Inspections (855) 941-4636

SUBMITTAL CHECKLIST FOR A SCREEN ENCLOSURE PERMIT

*****PLEASE SUBMIT IN THE FOLLOWING ORDER*****

1. ___ Permit application with accurate Parcel ID number, Lot, Block & Addition
2. ___ **3** sets of signed and sealed plans, which must include the following:
 - ___ Plan indicating all framing members, sizes and connections
 - ___ Foundation plan showing size and location of the footing (*if applicable*)
3. ___ **4** current site plans showing existing structures with **3** setbacks (**2 sides & 1 rear**) labeled and highlighted
 - For pool enclosures, the “**Field Copy**” of the site plan from the issued pool permit is preferred
4. ___ Notice of Commencement, must have legal description (*recorded in Sarasota County*)

SUBMITTED APPLICATIONS ARE STAMPED IN AND HELD FOR SIX (6) MONTHS. IF THEY ARE NOT PICKED UP WITHIN SIX (6) MONTHS OF THE STAMPED IN DATE, THE APPLICATION WILL BE CONSIDERED VOID AND THE PAPERWORK DESTROYED!