



Permit Requirements Residential Pool/Screen Enclosure & Glass Room Addition

To apply and submit required documents please [log in to your HillsGovHub account](#).

- Site Plan: Provide a digital single line drawing to scale showing all property boundaries, lot dimensions, location of proposed and existing structures on the lot, the setbacks (distance) from all structures to all property lines, street location name(s), and a north arrow. The site plan must also identify all easements, conservation, and/or wetlands areas and setbacks. Plans to state, “No trees, trees within an environmentally sensitive area, or any tree 12” or greater in trunk diameter 4.5’ above the ground surface have been removed unless an exempt species as defined in Land Development Code Article 12.01, Definitions.”
- Provide a digital set of signed and sealed plans by a design professional licensed in the State of Florida. Plans to indicate on sunrooms & glassrooms the location of all windows opening into structure and delineation of emergency escape and rescue openings adjacent to addition per Florida Building Code.
- If applicable under [Florida Statute 489.103\(7\)](#), a completed [Owner builder disclosure statement](#).
- [Notice of Commencement](#): A recorded certified copy of the Notice of Commencement in accordance with [Section 713.13 of the Florida Statutes](#) is required to be submitted prior to the first inspection.