

Florida Outdoor Structure Permit Checklist

Everything your county needs to approve a screen enclosure, pergola, lanai, patio cover, or pool structure — and the mistakes that get permits rejected. Print it, save it, or work through it before you apply.

1 Do You Even Need a Permit?

- ☐ Any roofed or screened structure attached to your home **needs a permit** — no exceptions in Florida.
- ☐ Freestanding structures over **150 sq ft** (pergolas, gazebos, sheds) need a permit and sealed engineering.
- ☐ Any structure that carries wind or roof load (pergola, carport, patio cover, screen cage) needs **site-specific engineering sealed by a Florida PE**.
- ☐ Pool enclosures, pool construction, pool demolition, and outdoor kitchens all require permits.

HOA approval is **not** a permit. You need both — and the county does not care that your HOA said yes.

2 Documents Your County Will Ask For

- ☐ **Property survey / site plan** showing the structure's location, setbacks, and easements.
- ☐ **Signed & sealed structural drawings** from a Florida-licensed PE — with the raised or digital seal.
- ☐ **Wind load calculations** for your exact address (design wind speed + exposure category).
- ☐ **Foundation / footing details** for posts, columns, or slab attachment.
- ☐ **Product approvals (Florida Product Approval or Miami-Dade NOA)** for manufactured components where required.
- ☐ **Notice of Commencement (NOC)** for jobs over the county threshold (often \$2,500+).
- ☐ **Completed permit application** and fee (county fees typically run \$300–\$800, separate from engineering).

3

The Engineering Must Be Right

- ☐ Plans reference the **current code: Florida Building Code 2023 (8th Edition)** and **ASCE 7-22** wind loads.
- ☐ The design wind speed matches your county and site — **not a generic manufacturer sheet**.
- ☐ The seal is from a **Florida-licensed PE** (a stamp from another state is not accepted).
- ☐ Connections, anchorage, and uplift are shown — the most common source of reviewer comments.

A store-bought kit's "engineering sheet" is almost never enough. Florida counties require site-specific, PE-sealed plans for your address.

4

The Steps to Approval

- ☐ Gather the survey and project details (dimensions, materials, attachment points).
- ☐ Have the PE-sealed plans and calculations prepared for your site.
- ☐ Submit the application + plans to your county (many use an online portal).
- ☐ Respond to any plan-review comments (a good engineer handles these for you).
- ☐ Receive the approved permit — then build, and schedule inspections.

⚠ The 5 Reasons Permits Get Rejected

- ☐ Generic manufacturer drawings instead of site-specific sealed plans.
- ☐ Missing or outdated wind load analysis (old code edition).
- ☐ No foundation/anchorage detail for the specific soil and structure.
- ☐ Survey missing, or structure drawn outside setbacks/easements.
- ☐ Building an existing structure with no permit — now needs an after-the-fact permit.

Want the whole thing handled for you?

Franca Engineering prepares your PE-sealed permit package, submits it to your county, and answers every review comment — free — until your permit is approved. Flat-rate pricing, same-day quote, all 67 Florida counties.

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This checklist is general guidance; requirements vary by county and project. Verify specifics with your local building department.