

PORCH ENCLOSURE

(Single Family Dwelling - 1 & 2 family dwelling or townhouse)

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (✓)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: [Residential Alteration \(1 or 2 family dwelling or townhouse\)](#)
[Residential Addition \(adding additional square footage\)](#)

NOTE: State on the drawings the Category of the Sunroom/Enclosure FBC Section R301.0.1.1.1

1. Site Information [<Survey>](#)

- a. Survey showing location of enclosure and setbacks _____
- b. Flood Hazard form with existing FFE for ground floor, *if applicable* _____
- c. Elevation certificate signed/sealed, *if applicable* _____

NOTE: All habitable space is required to be 6" above adjacent yard Grade & minimum 18" above the base flood elevation designated by FEMA
This may require an over pour of existing slab for ground floor units

2. Plans [<Building Plans>](#)

- a. Existing floor plan and proposed enclosure plan with all dimensions including existing and proposed square footage and label the Category as specified in FBC2020 Section R301.2.1.1.1 _____

NOTE: NO Bedroom Egress allowed through an Enclosure _____

- Occupancy use designation _____
- Window & Door sizes (locate bedroom egress) _____
- Electrical receptacles including required exterior WP GFI outlet _____

- b. Foundation plan _____

NOTE: This may require proposed slab to match the finished elevation of the residence

- c. Typical Wall Section _____
- d. Exterior Elevations _____
- e. Electrical drawings, load calculations (existing & proposed) & Panel size _____
- f. Plumbing plan and riser, *if applicable* _____
- g. Mechanical plans & specifications, *if applicable* _____
- h. Approval stamps from Utilities Dept., LRECD or Health Department, if required by Occupancy use _____

3. Supporting Documents [<Supporting Docs>](#)

- a. Owner/Builder affidavit, *if applicable* _____
- b. FL Energy Efficiency Code Form and HVAC load calculations, *if applicable* _____
- c. Product Approvals Signed for Review by Designer _____

PORCH ENCLOSURE

(Single Family Dwelling - 1 & 2 family dwelling or townhouse)

4. Product Approval <NOA>

a. Provide Product Approvals as required

1. State of Florida Product Approval with installation instructions engineered plans _____
(Be sure to mark the **EXACT** product number)
2. Miami-Dade Notice of Acceptance (**NOA**) with installation instructions. _____
3. Engineer signed/sealed plans and calculations for custom design _____

b. Information required from product approval:

ALL project specific details **MUST** be Identified/Marked/Circled on product Approval Installation Instructions _____

5. Free Standing Sunrooms or Sunroom Addition

(Submittals will require items 2a through 2h above and items a and b below)

- a. A survey/site plan depicting location on property and distances from other structures and property lines (Indicate distance from wall to property line) _____
- b. Foundation Plan _____

Required items:

- **Permits for Electric, Mechanical, Plumbing, Driveway (Engineering permit), Roofing, Fence, Pool, Pool Deck, etc. required before commencing that work.**
- **Form board tie-in survey with finish floor elevation shall be submitted prior to placing concrete**
- **Product Approvals required for inspection**
- **Provide inspector with final 'as-built' drainage plan at final inspection**
- **NOTE: Impact fees may be required**

For Certificate of Occupancy at time of completion you must have:

- **Finished Floor Elevation on a signed/sealed final tie-in survey**
- **FEMA Elevation Certificate signed/sealed by surveyor**
- **All work completed according to approved plans, Florida Building Codes and Jupiter codes and ordinances**
- **Termite protection compliance certificate**
- **Jupiter Building policy prohibits Temporary Certificate of Occupancy**

30% of permit fees due with this application. Balance of fees (building, impact, etc.) due at time of permit issuance. All subcontractor permits shall be issued prior to commencing work

IMPORTANT NOTICE

**IF RESIDENT LIVES IN DEED RESTRICTED COMMUNITY
PLEASE CONTACT HOA TO DETERMINE IF ASSOCIATION APPROVAL IS REQUIRED
TOJ BUILDING DEPARTMENT CANNOT ENFORCE ASSOCIATION REGULATIONS**



**Town of Jupiter
 Building Department
 210 Military Trail
 Jupiter, Florida 33458
 Phone (561) 741-2286
 Fax (561) 741-0911**

FLOODPLAIN DEVELOPMENT PERMIT

Date Submitted _____ Date Approved _____ Bldg. Permit _____

Address _____

Lot _____ Block _____ Subdivision _____

Legal for Metes & Bounds **30-** _____

Type of Development _____ Size of Development _____ Excavation _____

Fill _____ Grade _____ Building or Other Structures _____

Other Alterations (specify) _____

=====

- Location in Flood Plain:
- a. _____ Inside regulatory floodway
 - b. _____ Outside floodway limits
 - c. _____ Inside flood plain
(no regulatory floodway established)

Development Standards Data (Reference Ordinance 75-90)

1. If (a) or (c) is checked, attach engineering certification and supporting data as required.
2. Required floor elevation is _____ MSL (NAVD) Zone _____
3. Proposed finished floor elevation _____ MSL (NAVD)
Attach survey as required.
4. Floodproofing information (if applicable):
 - a. Required floodproofed elevation is _____ MSL Zone _____
 - b. Actual (as built) floodproofed elevation is _____ MSL (NAVD)
Attach engineering certification and supporting data as required.
5. Complete for alterations, additions or improvements to existing structures
 1. What is the estimated market value of the existing structure? \$ _____
 2. What is the value of all improvements from 1977 including this submittal? \$ _____
 3. If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provisions shall apply.

Comments _____

=====

Applicant Acknowledgment

I understand that the issuance of this permit is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided as required. I agree to comply with all applicable provisions of Ordinance 15-77 and all other laws or ordinances affecting the proposed development.

Applicant _____ Authorized Signature _____
 (PRINT NAME)

Building Official _____



Duct Leakage Test Report

Prescriptive or Performance Method



Permit #:

Job Information

Builder: _____ Community: _____ Lot: _____

Address: _____ Unit: _____

City: _____ State: FL Zip: _____

Duct Leakage Test Results Prescriptive Method Performance Method

System 1	_____ cfm25
System 2	_____ cfm25
System 3	_____ cfm25
Sum of any additional systems	_____ cfm25
Total of all systems	0 cfm25

Prescriptive Method cfm25 (Total)
 To qualify as "substantially leak free" Qn must be less than or equal to 0.04 if air handler unit is installed. If air handler unit is not installed, Qn Total must be less than or equal to 0.03. This testing method meets the requirements in accordance with Section R403.2.2

Performance Method cfm25 (Out or Total)
 To qualify as "substantially leak free" Qn must not be greater than the proposed duct leakage Qn specified on Form R405-2014

$$\frac{0}{\text{Total of all systems}} \div \frac{1,000}{\text{Total Conditioned Square Footage}} = 0.00 \text{ Qn}$$

Leakage Type selected on Form R405-2014 (Energy Calc)

Qn specified on Form R405-2014 (Energy Calc)

PASS

FAIL

Testing Company

Company Name: _____ Phone: _____

I hereby verify that the above duct leakage testing results are in accordance with the Florida Building Code requirements with the selected compliance path as stated above, either the Prescriptive Method or Performance Method.

Date of Test: _____

Signature of Tester: _____

Printed Name of Tester: _____

License/Certification #: _____ Issuing Authority: _____



Envelope Leakage Test Report

(Blower Door Test)
R402.4.1.2 Compliance



Permit #:

Job Information

Builder: _____ Community: _____ Lot: _____

Address: _____ Unit: _____

City: _____ State: FL Zip: _____

Air Leakage Test Results *Passing results must be 7 ACH(50) or less*

$$\frac{\text{CFM}(50)}{\text{Building Volume}} \times 60 \div \text{ACH}(50) = \text{ACH}(50)$$

PASS

FAIL

- Method for calculating building volume:
- Retrieved from architectural plans
 - Code software calculated
 - Field measured and calculated

When ACH(50) is less than 3, Mechanical Ventilation installation must be verified by building department.

Certification of Test Results

R402.4.1.2 Testing. The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding 7 air changes per hour in Climate Zones 1 and 2, 3 air changes per hour in Climate Zones 3 through 8. Testing shall be conducted with a blower door at a pressure or 0.2 inches w.g. (50 Pascals). Testing shall be conducted by either individuals as defined in Section 553.993(5) or (7), F.S. or individuals licensed as set forth in Section 489.105(3)(f), (g), or (i) or an *approved* third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the *code official*. Testing shall be performed at any time after creation of all penetrations of the *building thermal envelope*.

Testing Company

Company Name: _____ Phone: _____

I hereby verify that the above Air Leakage results are in accordance with the 5th Edition Florida Building Code Energy Conservation requirements Section R402.4.1.2, Climate Zone 1 and 2.

Date of Test: _____

Signature of Tester: _____

Printed Name of Tester: _____

License/Certification #: _____ Issuing Authority: _____



TOWN OF JUPITER BUILDING DEPARTMENT
210 Military Trail, Jupiter, Florida 33458
(561) 741-2286 Fax 741-0911

The provisions of Florida Statutes Chapter 489 require construction to be performed by a licensed contractor. You have applied for a permit under an exemption to the law under Chapter 489.103 (7). The exemption allows you, as the owner of your property to act as your own contractor even though you do not have a license. Provided you comply with the following stipulations outlined below. **YOU MUST PERFORM OR SUPERVISE THE CONSTRUCTION YOURSELF.** County Ordinances require that all permit recipients possess technical knowledge to personally supervise all permitted work.

Please carefully read the Disclosure statement below, prior to signing. If these rules are violated the Town of Jupiter Building Department shall withhold final approval, revoke the permit or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850.487.1395 or <http://www.myfloridalicense.com/dbpr/construction-industry/> for more information about licensed contractors.
11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: _____.
12. I agree to notify The Town of Jupiter Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: _____ .

Date: _____ .

Appeared in Person

Verified by: _____