CITY OF SUNRISE

Community Development Department
Building Division
10770 West Oakland Park Boulevard · Sunrise, FL 33351
P: (954) 572-2354
Website: www.SunriseFL.gov · E-mail: AskBuilding@SunriseFL.gov

Homeowner Terrace Enclosure Checklist and Affidavit (Category I, II, III Enclosures Only)

This checklist shall be utilized as a guide for submittal of Building permit plans only for Category I, II and III terrace enclosures. If the project scope includes the removal of sliding glass door, then this checklist shall not apply and the work will be considered and addition or alteration.

Note: Work must comply with the current edition of the Florida Building Code (FBC).

☐ Plans must be signed and sealed by a professional designer, complying with Section 107.1.1 of the Broward County Amendments to the Florida Building Code.

☐ Designer, owner or permit holder shall identify the category of the terrace enclosure on the design plans, complying with Section 2002.6.2 of the FBC.

☐ For apartments and townhomes: The Designer shall submit a building key plan showing unit location within the building and a wall section with a height of the building from grade to roof, complying with Section 107.2.1 and 107.3.5 of the FBC.

☐ If the terrace enclosure is located on the ground floor, a concrete foundation must be installed to support the new exterior wall to comply with Section 1901.2 of the FBC.

☐ Plans must identify the alteration level for work area compliance only in Section 501.1 of the FBC Existing Building.

☐ Plans shall include detail on the floor plan identifying the sliding glass door to remain. Floor elevation must be shown on both sides of the sliding glass door complying with Section 107.2.1 and 107.3.5 of the FBC.

☐ Plans must contain an exterior wall elevation detail, complying with Section 107.2.1 and 107.3.5 of the FBC.

☐ Designer must submit hand signed, dated and sealed exterior opening pressures complying with Section 2411.3.1.4 of the FBC.

☐ Plans shall include a detail for avoidance of water infiltration at the bottom of the new exterior wall, with a ¾ -inch recess in the concrete slab or other approved alternative method as approved by the Building Official complying with Section 107.3.5.1 of the FBC.

☐ Designer shall review and approve all Notice of Acceptance documents for windows and doors, and shall circle the following items: glass type, water resistance test, configuration, type of fasteners, type of substrate to be fastened to and wind design pressures complying with Section 107.3.5.6 of the FBC.

☐ Property owner shall submit Notice of Commencement complying with Section 105.8 of the FBC.

☐ Plans shall contain a wall section detail showing the interior and exterior wall finishes and ceiling height dimensions to comply with Section 107.3.5.1 of the FBC.

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FOR OFFICIAL USE ONLY
App No.
Complete

Homeowner Terrace Enclosure Checklist and Affidavit
(Category I, II, III Enclosures Only)

The purpose of this affidavit is to ensure the awareness of limitations of the sunroom that is being permitted at the below referenced residence. The Florida Building Code (FBC) classifies sunrooms into five (5) different categories with different restrictions associated with each category. Category I, II and II enclosures are defined as a non-habitable space and non-air-conditioned spaced. Category IV and V enclosures are considered as a habitable space and an air-conditioned space. The removal of the sliding glass door of the host structure for any Category I, II and II enclosure are a violation of the FBC. The property owner hereby notified that any changes to the sunroom shall require a permit from the City of Sunrise. Any changes to the sunroom without approval from the City of Sunrise may result in the sunroom being non-compliant with the requirements of the Florida Building Code and could result in the issuance of a violation.

TO BE COMPLETED BY THE HOMEOWNER

I have read completely read this document and I understand that I am applying for a Category I, II or II enclosure.

Is the existing sliding glass door proposed to remain the same? Yes ☐ or No ☐

Printed Name: _____
Address: _____
_____
Signed: _____
Date: _____

State of Florida
County of Broward

Sworn to (or affirmed) and subscribed before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 202_, by _____ (name of person) as _____ (type of authority…e.g., officer, trustee, attorney in fact) for _____ (name of corporation/LLC).

_____
Signature of Notary Public

_____
Print, type or stamp commissioned name of Notary Public

Personally Known ___ OR Produced Identification ___

Type of Identification Produced _____