

Department of Community Development

**GUIDE FOR ENCLOSING IN A ROOM UNDER TRUSS ROOF**

(Conversion for Garage, Carport, Lanai, Screen Room, Etc.)

1. Provide a project description that fully describes the complete scope of work intended. Indicate the existing use of the room and the intended use of the room upon completion of the project.
  - **If the construction is aluminum or under an aluminum roof** then signed, dated and sealed engineering by a Florida State licensed architect or an engineer is required for the project.
  - **If the existing trussed structure was built after the enforcement of Hurricane Construction Requirements**, (January 1, 1994) and was required to be sealed by a design professional for compliance with those codes then the new area to be enclosed would also be required to be sealed in compliance with the current wind load code requirements as was required for the original structure. This would also apply to FEMA requirements.
  - **If the project is in a Flood Zone or on a Barrier Island** and the house was built after August 31, 1984 or the mobile home was set after May 1990 (Refer to item #2), then no new construction that would take the structure out of FEMA compliance would be permitted and construction on Barrier Islands would need to be signed, dated and sealed in compliance with the Coastal Construction Code.
  - **If the project is in a Flood Zone or on a Barrier Island** and the house was built before August 31, 1984 or the mobile home was set before May 1990 there are limitations to the amount of improvement permitted base on the documented market value of the base structure provided by either the Lee County Property Appraiser's records or a certified appraisal by a licensed independent appraiser. If the project is a substantial improvement (as defined in the Lee County Land Development Code, Chapter 6) with the total construction value of the project exceeding 50% of the market value of the structure in may be necessary to provide one or more of the following documents:
    - **A certified elevation certificate** to determine the finished floor elevation of the existing structure.
    - **A certified appraisal** by a licensed independent appraiser to clarify the value of the existing structure.
    - **A sealed survey** to clarify Flood Zone, proximity to Coastal Construction Setback Lines, existing setbacks, existing construction, or elevations of property may be required.
    - **A contract** with an itemized breakdown of the project signed by the owner and contractor. In the case of the owner builder, an itemized breakdown of the project that includes cost of materials and a reasonable estimate of time and value of labor as would be expected from a contractor.
2. **Provide documentation of the date of tie down** or lawful existence for mobile homes and recreational vehicles if they are in a flood zone. If the mobile home/recreational vehicle must be elevated four (4) feet or more, the contractor has the option of using 36 inch engineered reinforced piers OR meeting the base flood elevation with concrete blocking. If using concrete blocking, it will be necessary to submit an elevation certificate of the finished floor.
3. **Provide a site/plot plan** that clearly denotes all lot lines, setbacks, easements, dimensions, and locations of the addition, structure, enclosure or work. If the property is located in a flood zone, a survey may be required with the NAVD elevation of the existing property and/or the finished floor elevation of the existing structure to be indicated.
4. **Provide a floor plan** (may be included as part of the site plan). Clearly define, dimension, and label the location of the work proposed. Locate and label the use of all adjoining rooms. Provide a square footage breakdown of the living area and non-living area. Denote the location of all doors and the size and type of all windows in the new construction and all adjoining rooms. Two means of escape are required from all habitable\* rooms (one of which shall be direct and unobstructed to the outside). If the new construction blocks or covers an existing egress, or if an existing room is being converted into habitable space, a new door or an egress window (5.0 sq ft of open area), to comply with code, would be required to be added to the permit requested.

**\*HABITABLE SPACE** – A space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet compartments, closets, halls, open screen enclosures, storage or utility space, and similar areas are not considered habitable space for the purpose of requiring direct egress.

5. **Identify any adjoining units** and locate the fire rated tenant separation walls on the duplexes, condos, townhouses, single family attached, or multifamily housing. If your addition or enclosure affects the tenant wall provide applicable engineering for the construction.
6. **Provide complete construction details** that apply to the construction being requested. Provide a typical wall section from roofing through to foundation that specifies all materials: bearing beams, connectors (by manufacturer and model number), insulation, ceiling height, drywall or interior finishing, buck details for the door and window installation in masonry construction, exterior finish, and height from grade. Detail the connection of the new construction to the existing structure. Locate existing roof support posts or columns in the project or area of new construction. Provide raised wood floor framing layout and deck/landing and stair, handrail and guardrail construction and connection.
7. **Provide an electric layout** (maybe included as part of the floor plan). Locate all new and existing electric as required by Article 210 of the National Electric code.
8. **Provide exterior elevation/views** of how the specific area of construction is intended to look in the field.
9. **Provide energy calculations for required heat as described in section R303.10** of the current Florida Building Code. (Heat not required if storage)
10. **Provide the manufacturer's installation details (FL #'s) and wind load compliance documentation for the intended windows, doors and impact protection.** Note the type of window and/or door, and the manufacturer and Series Number of the windows and doors intended to be used on the plans.
11. **Provide a letter of approval from the Health Department** if you are on a Septic System. This is a Health Department requirement based on the square footage and use of the enclosed area of a structure and needs to accompany the application or be provided prior to permitting. No additional compliance is required if you are connected to a Utility Water System.