



Dulando Screen & Awning, Inc.
835 Sunshine Lane
Altamonte Springs, FL 32714
407-862-6060

Congratulations on your decision to add a beautiful, custom-designed screen enclosure for your home and family! Your patio and/or pool will be transformed into a wonderful outdoor living space to relax, to entertain or to comfortably enjoy your backyard view!

Now that your contract to build is signed, we know you're ready to get the process started. To make everything go as quickly and easily as possible, we've created this checklist for you.

6 Steps To Take Before Starting The Project

- Review The Contract To Build:** After your consultation, Dulando Screen & Awning, Inc. will create a written contract. Please review this document and make sure it has the correct color of frame, number of doors/windows, and any other specific details discussed to be sure the installers are aware of your specific requests.

- Request Home Owners Association (HOA) Approval, if required:** An HOA is an organization of property owners administering the rules and upholding the covenants of a subdivision or residential development. If you live in a neighborhood with an HOA, its rules effect and limit what you can do to a property you own. The rules are enforced by the HOA's homeowner-elected or developer-appointed board of directors. Gaining approval to build your screen enclosure in advance is advisable to ensure your HOA doesn't come after you once it's built. Only your HOA can decide if your plan to build a screen enclosure is within the rules that it considers acceptable to build. [Download HOA Sample Form](#)

- Provide Or Get A Land/Property Survey:** A proper survey must be provided when you are constructing anything new on your property. Most zoning ordinances and neighborhood codes will specify required setbacks from your property line. Typically, you will find a copy of the property survey in the home buyer's documents that you received on the day of closing on the house. [Example of Property Survey](#)

- Apply For A Building Permit.** Dulando will provide the correct Building Application for your local municipality, city or county building/zoning agency. Keep in mind, this step may take a day or two, or a week or two – it all depends on how quickly the approving agency processes the request(s). This document typically (depending on your municipality) will also require an original signature by the home owner.

File The Notice Of Commencement: Required by Florida Statute 713.13 for any improvement valued greater than \$2,500.00. Dulando will provide the Notice of Commencement. Once you have signed the NOC we will record it with the appropriate county clerk's office. A certified copy must be given to the county or municipality division of building safety before the first inspection. Dulando can notarize and record the document for you but we will need an original signed copy signed by the homeowner. - [Download Notice of Commencement](#)

Final Step: When we have gathered all the required information, all permits and HOA building requests are confirmed as approved (and on file in our office) a Dulando team member will verify the measurements of your patio and/or pool deck area in order to begin fabrication of your custom pool or patio screen enclosure.

Once fabrication is complete, our team of licensed and insured installers will come out to your property to install your new, custom designed patio or pool screen enclosure. **Please note:** For the safety of your home and our team members, inclement/stormy weather may delay the installation of your outdoor screen enclosure.

Finally, an inspection of the screen enclosure project by your local municipality, city or county building/zoning agency will be required once we notify them the project is complete. Dulando will contact you at this point to set up this final inspection. We will verify with you that there are no locked gates or gate codes and the permit paperwork is easily visible to the inspector so he can sign off on the permit.

If you need help or have questions about the outlined steps - one of our helpful Dulando team members is ready to assist you with the process.

We look forward to working with you during your project.

Team Dulando