



## City of Greenacres

### Building Department

5800 Melaleuca Lane, Greenacres, Florida 33463-3515  
Ph: 561-642-2052 Fax: 561-642-2049

## PORTABLE – TYPE CARPORTS

Portable carports are allowed to be erected, but only in certain locations, must be anchored in specific ways, and require a permit. (They are considered Membrane-Covered Structures and are therefore regulated in Section 3105 of the Florida Building Code.)

This checklist is designed to explain the policy with regard to these structures, and also to expedite the permit application process by ensuring that all required documentation is submitted with the application. Submit two (2) signed copies of this checklist along with one (1) copy of the permit application and two (2) copies of the following required information:

- \_\_\_ 1. A survey showing all property lines, all buildings and easements on the property, all streets and bodies of water abutting the property, and the location of the proposed carport.
- \_\_\_ 2. Details regarding the type, size, and materials of the proposed structure, emphasizing the frame and covering details.
- \_\_\_ 3. Details regarding the installation and anchoring of the frame, and details regarding the attachment of the membrane to the frame.
- \_\_\_ 4. Homeowner's Association Approval if applicable.

### SPECIFIC REQUIREMENTS

The structure shall be anchored to the ground by any method listed below. Please check which approved method will be used:

- \_\_\_ 1. Method 1: requires that each of the legs of the frame be embedded in at least 40 pounds of concrete. This can be achieved by placing each leg in a standard 5-gallon bucket filled with concrete or by adding one 40-pound bag of sack concrete mix per bucket. The foot of each metal support shall have 4 #10 self-tapping sheet metal screws with at least 1" of length and head protruding for embedment, or comparable physical method of holding the leg in the concrete.
- \_\_\_ 2. Method 2: requires the legs to be bolted down to an existing concrete slab. The method of attaching the upright frame to the slab must be shown.
- \_\_\_ 3. Method 3: install concrete footings under each leg and bolt to the new footings. The new footing is to be approximately 1 ft. x 1 ft. x 1 ft. deep. The method of attaching the upright frame to the footing must be shown.
- \_\_\_ 4. Method 4: may be equipped with bearing pads for ground support under each leg, plus earth anchors (cork screw anchors) with a 100-pound minimum capacity.

The plans and details submitted must clearly indicate the method of anchoring to be used. There may be alternative installation methods in addition to those listed above. If an alternative method is proposed, complete installation details must be provided for review.

**Page continued – Turn over...**

GENERAL INFORMATION

Portable carports (membrane-covered structures) may meet detached accessory structure setbacks if located completely in the rear yard; otherwise they must be erected within the setbacks established for the buildable area in the particular zoning districts. For example, if there is a 25 ft. minimum setback from the front property line to the house, the portable carport may not be erected within that 25 ft. area. Similarly, if there is a 10 ft. minimum side setback, the portable carport may not be erected within that 10 ft.

**NOTE: A MAXIMUM OF TWO DETACHED ACCESSORY BUILDINGS SHALL BE PERMITTED ON ANY LOT AND IN TOTAL SHALL NOT EXCEED THE SIZE ESTABLISHED IN 16-630(e)(5).**

If the membrane cover is designed to be removable, it must contain a statement, "This covering must be removed in the event of a hurricane or high winds that exceed 40 mph." This is to be stamped, printed, or sewn on the membrane.

Membrane covers shall be tested in accordance with the provisions of NFPA 701, which is a standard for testing flame resistance of textiles.

The frame support sections shall be fastened together at each joint. If telescoping or "slip-together" joints hold frame piping together, then a minimum ¼" thru bolt or 2 #10 self-tapping sheet metal screws shall secure each joint.

INSPECTIONS

If new concrete footings or slabs are to be installed, they must be inspected when formed and prior to pouring of concrete (Inspection code B3).

In all cases, a final inspection must be requested by the applicant (Inspection code B29).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name Printed