



Building Department
CHECKLIST FOR WINDOWS AND DOOR PERMITS

Pre-Approval required by:

Planning Department, if in Historic District, Architectural Design Area or is east of S Ocean Drive, including properties on the Ocean Dr. and all commercial projects, if construction value is \$35,000 or more)

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#, if applicable
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Note **door information:** Number of doors and type of door
- **Window information:** Number of windows
- Note if impact or non-impact
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies. If commercial also provide 1 full copy of permit package on USB or flash drive:

- Layout plan, showing all openings (mark openings being changed)
- Product approval with installation instructions (circle installation methods)
- Original Plans signed and sealed by a Florida licensed Architect/Engineer for any structural alteration (if applicable)
- If commercial, site-specific engineering by a Florida licensed Architect/Engineer.
- Window/Door protection form
- Protection of glazed openings form (if using plywood for protection)
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Affidavit

NOTE:

- If windows/doors are non-impact, show proof of existing shutters or a separate shutter permit will be required, to be issued before the window/door permit may be issued.
- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.
- If commercial, review by Fire Department may be required. If required, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charged by Fire Department and paid directly to the Fire Department.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor. Updated 9/9/21