

WINDOW AND DOOR INSTALLATION OR REPLACEMENT CHECKLIST

NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH PERMIT APPLICATION

ITEMS REQUIRED TO SUBMIT AN APPLICATION:

[] 1. Completed permit application form including all signatures and completion of the owner/builder affidavit if applicable.

For new windows and/or doors including openings:

- [] 2. TWO (2) sets of drawings that indicate ALL of the following:
- A. Floor plan showing existing window/door location and sizes.
 - B. Floor plan showing the location of all new window/door opening sizes including size and location of emergency egress windows in sleeping rooms.
 - C. Typical wall section with beam/header sizes over new openings.
 - D. Elevations showing location, window size and opening design pressures.
 - E. Notice of Acceptance with FL # and coversheet
 - F. Hi-lite attachment and specifications to be used.
 - G. All new structural details must be signed and sealed by an Architect or Engineer. Plans must be minimum 1/8 scale.

For change out of existing windows and doors:

- [] 3. TWO (2) sets of drawings that indicate ALL of the following:
- A) Floor plan showing location of all windows /doors to be replaced with existing opening sizes.
 - B) New window /door sizes including size and location of emergency egress windows.
 - C) All openings to be changed must show wind design pressures.
 - D) Notice of Acceptance with FL # and coversheet.
 - E) Hi-lite attachment to be used.

NOTE: All new and replacement windows must meet the Florida Building Code requirements for IMPACT PROTECTION. This means that the windows and glazing in doors must be impact glass or protected by an approved hurricane impact shutter system. These shutters must be installed under a separate permit and must be in place for final inspection. One panel per window to be installed and labeled for final inspection. Please refer to the exemptions of these requirements in the EXISTING BUILDING CODE.

NOTE: All windows and doors being replaced in a designated historical district are subject to review by historic preservation staff and may require a Board appearance which will delay permit processing.

Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.

SIGNATURE OF APPLICANT: _____ DATE: _____