



Windows & Doors Retrofit Permit Application Checklist

Development Services - **Building Division**

Revision: 1.0

I.D. Number: 015.0

Revision Date: 6/27/19

Print Date: 6/27/19

Required Permit Applications:

[Building Permit Application](#)

Permit Review Stops:

Structural

Zoning (if condominium or multi-family)

Fire (if condominium or multi-family)

Minimum Plan Submittal

Signed Contract between Contractor and Owner

Two (2) sets of site plans (or sketch/drawing) showing location and dimensions of all windows and doors being replaced.

Two (2) sets Product Approvals.

[Retrofit of Windows & Doors \(Wind Load Pressures\) Submittal Packet](#) or signed & sealed calculations by a Florida licensed Engineer **with** the Product Approval Submittal Form & Product Approval Review Form (found in the Retrofit of Windows & Doors Packet).

Other Requirements & Information

Shutters not required for Impact Resistant Windows.

[Contractor Registration Requirements](#) (if Contractor not registered with City)

[Owner/Builder Affidavit Packet](#) (if Owner/Builder)

[Notice of Commencement](#) (if job value over \$2,500, required before 1st inspection)

Please note that this checklist is not intended to be all-inclusive.

Due to changes in codes, regulations, and ordinances, other requirements may apply.