



## BUILDING DEPARTMENT

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### Door and Window plan review and counter checklist.

This checklist is provided to assist you in submitting a complete application the first time and reduce the amount of time to issue a permit. Please verify occasionally that the checklist has not been revised.

#### City Forms required at time of submittal.

1). Completed, notarized building permit application. 2). Original filed notice of commencement if total project cost exceeds \$2,500.00. 3). Solid waste form debris form. 4). Contractor must be licensed with current liability insurance and workman's compensation. 5). Homeowners affidavit if being completed by a homeowner.

**Zoning review** is only required on historic buildings and structures located in an Architectural Design Area.

#### Building Code

1. 2 copies of a **complete** State of Florida or Miami Dade county product approval must be attached. If the product approval is for different windows /doors the correct item must be circled in black marker or pen. **Highlighting is not permitted.**
2. Product approval must be for the **current Florida Building Code in effect.**
3. 2 copies of the installation instructions must be attached.
4. If plans have different options for installation the components and fasteners being utilized must be circled in black marker or pen. **Highlighting is not permitted.**
5. 2 copies of a floor plan of the home or unit must be attached. This floor plan must conform to the following;
  - a. Must be drawn with a ruler, but does not have to be drawn to scale.
  - b. Label the front or rear of structure and or unit.
  - c. Indicate height of the window(s) or door(s) from the ground. If it is a single story just indicate that it is a single story.
  - d. Floor Plan must indicate egress.
  - e. Floor Plan must show location of all windows/doors – mark which are being replaced.
6. Windows and doors must be approved for the wind zone. East of 25th Street is 160 mph. West of 25<sup>th</sup> Street is 150 mph.
7. If windows or doors are not impact resistant, shutters must be installed and a permit application must be made at this time.