



Permit Guidelines for Window or Door Replacement

1. Submittal Forms (Contractor)
 - a. Miscellaneous Application
 - b. Notice of Commencement (project value: \$2,500.00 or more)
2. Submittal Forms (Owner/Builder):
 - a. Miscellaneous Application
 - b. Owner/Builder Affidavit
 - c. Notice of Commencement (project value: \$2,500.00 or more)
3. Information required (2 copies of each):
 - a. Description of Proposed Replacement Windows:
 - i) Document #1 – Floor Plan
 - 1) Show window locations
 - 2) Locate windows by number
 - 3) Provide all dimensions and sizes of windows as applicable
 - ii) Document # 2 – Product of Approval Documentation from the State of Florida or Miami Dade www.floridabuilding.org, or www.miamidade.gov for each window type to certify that the windows or sliding glass doors meet minimum 130 mph windspeed.
 - 1) Product Approval number, Manufacturer, model and series number
 - 2) The Evaluation Report, included in the Product Approval, must include the attachment method
4. If installing shutters for impact protection
 - a. Product Approval number, Manufacturer and model number
 - b. The Evaluation Report, included in the Product Approval, must include highlighted attachment methods.
5. **Opening Protection Exception:** For one and two family dwellings constructed under codes other than the 2007 FBC (Florida Building Code) and located in windborne debris regions, the replacement of garage doors and exterior doors with glazing, sliding glass doors, glass patio doors, skylights, and operable and inoperable windows within any 12 month period shall not be required to have opening protection, but shall be designed for wind pressures for enclosed buildings provided the aggregate area of the glazing in the replaced components does not exceed 25% of the aggregate area of the glazed openings in the dwelling or dwelling unit. See FBC 2007 Existing Buildings section 606.4 FBC.

This guideline is to be used as a minimum requirement and is subject to change without notice