



Windows/Doors Checklist

- A completed Permit Application with Applicant's e-mail address, folio number and Contractor/Owner signatures notarized
- Proof of ownership (if applicable)
- Owner/Builder Affidavit (if applicable)
- Two sets of state approval documents or Miami-Dade Count Notice of Acceptance (NOA)
- Two copies of floor plan or sketch showing window/door locations. Floor plan/sketch must indicate all egress windows in bedrooms.
- Two copies of structural information if not included on floor plan/sketch:
 - Building mean roof height
 - Wind design criteria
 - Calculated wind design pressure of each window/door
- Contractor's registration must be current

Window/Door submittals will be initialized in the permit system and the applicant will receive a process number. Once the review process is completed, the applicant will receive an e-mail notification that the plans have been Approved or Disapproved. If disapproved, the corrections must be made and the plans must be re-submitted for review. If approved, the Applicant must pay the applicable fees and pick up the permit with the Job Copy of the permitted set of plans.