

## Windows, Doors, Garage Doors, Skylights and Shutters Permit Checklist

Online Submittal - [Click here for instructions on how to submit for an online permit.](#)

### Required Permitting Documents and information

- [Building Application](#) – Broward County Uniform Permit Application
- [Completed Window and Door Replacement application package:](#)
- [Windows, Doors, Garage Doors Required package consisting of:](#)
  - Broward County Uniform Retrofit Window & Door Schedule (BORA 20-01) *\*Must complete all rows for each retrofit unit*
  - For buildings under three (3) stories, submit the Designed wind pressures as per ASCE 7-16 Part 1 OR designer of record must supply the wind pressures.
- [Window and Door Inspection Procedure](#)
- Product Approvals
- Energy Calculations

### Skylight

- [Building Application](#) – Broward County Uniform Permit Application
- [Skylight Package consisting of:](#)
  - For buildings under three (3) stories, submit the Designed wind pressures as per ASCE 7-16 Part 1 OR designer of record must supply the wind pressures.
- Sketch outline of your building roof indicating the locations and the size (width x length) of the all the skylights. *\*Mark each opening that is to be replaced.*
- Product Approvals
  
- [Homeowners Association Affidavit of Awareness](#) *\*Must be submitted even if you do not belong to an Association.*
- [Property Owner's Acting as Their Own Contractor](#) work performed by homeowner.
- [Notice of Commencement \(NOC\)](#) must be recorded, submitted, and displayed prior to scheduling the first inspection for any non-mechanical project with a job value over \$2,500. *It is preferred, but not required, to submit the NOC in advance to not hold up the first inspection request.*
- Contractors must submit current certificate of insurance for liability and workers compensation, and all applicable licenses.

### Required Plan Review

- Structural

Revised Oct 1, 2021 - This form is subject to updating and adjustment and may not be all inclusive due to updates in the codes, regulations and ordinance which may trigger additional requirements.