

WHEN DO I NEED A PERMIT?

The installation, replacement or major repair of a windows or door, whether Commercial or Residential, requires a Building Permit be issued.

Is this property located in the historic district? No Yes - if yes, additional regulations will apply.

If in a Historic District ensure there is no change to the size, shape, or location of openings. Provide a note on the plan confirming this information. If changes are proposed PLANNING (HISTORIC) will review. For information on the property data visit www.hollywoodfl.org in [Zoning and Land Use Map and City Code](#).

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application \(Building Checked\)](#) from a licensed structural contractor or [owner/builder](#).

Submit a floor plan showing the location, size and type of product being replaced; and number each to match the window/door schedule.

Submit current [Miami/Dade Notice of Acceptance](#) or [Florida Product Approvals](#) for the product(s) being used and installed with all elements identified via circle or cloud.

If Building mean roof height exceeds 30 feet, site specific design wind loads for components and cladding, signed, sealed and dated by a Design Professional are necessary. For Buildings under 30 feet, the [Broward County Fenestration Voluntary Wind Load Chart](#) may be used instead.

If this is a Commercial Property then submittal of Engineer Calculations are required.

[Broward County Uniform Retrofit Window & Door Schedule](#) (Effective July 1, 2020)

Submit [HOA/Condo Association approval letter](#), if applicable

If an egress window is indicated on the floor plan, an elevation drawing will be required.

If catwalk exists adjacent to door openings, the door in any position must not reduce the required width by more than one-half. A photo of the existing condition of the door is required if the door encroaches this width.

If the property is on the designated Coastal Construction Control Line (CCCL) and the windows/doors are facing East, North or South area near the beach, a **Turtle glass certification letter** from manufacturer stating materials meet or exceeds minimum visual light transmittance (VLT 45) as required by Sea Turtle Ordinance §108, O-2011-07 must be submitted.

NOTICE OF COMMENCEMENT: A recorded NOC is required to be submitted when the contract price is greater than \$2,500.00. A pending noc submittal will not hold the permit issuance, but will hold the first inspection scheduling.

I certify to the best of my knowledge that all applicable documents have been submitted.

Print Name

Email Address

Date

Each project is unique, additional items may be required depending on the scope of work being performed. 1 | 1