Window/Door/Siding Checklist

This checklist is for the replacement of windows, exterior doors and/or siding. The submittal must include the following items and show compliance with the current edition of the Florida Building Code (FBC) and Florida Fire Prevention Code.

GENERAL SUBMITTAL REQUIREMENTS:

☐	**PERMIT APPLICATION** – Apply online at www.PermitGNV.com.
☐	**SUBMITTAL QUALITY** – • All files must be clear & legible. "Optional" details must be marked off, if not used. • Plans must be drawn to scale. Minimum drawing sheet size 11"x17" - No Maximum. • All files must be orientated properly w/out requiring further rotation to read. • All drawings must be submitted as individual files. • Plans must include owner's name & project address. • File names must clearly identify the content.

CONSTRUCTION PLANS & DOCUMENTATION:

☐	Floor plan showing all of the following: • All rooms and areas must be clearly labeled. • Clearly label and mark the location of all windows and/or exterior doors being replaced. • Clearly highlight the areas where the siding is being replaced.
☐	Manufactured specifications and installation instructions.
☐	Provide a scope of work that includes the following: • **Windows/Exterior Doors** - list how many windows/exterior doors are being replaced and indicate if they are being replaced size for size or if the sizes are changing. • **Siding** - total sqft of siding being replaced (if not, the whole house) and indicate if the siding is being replaced like for like or if it's covering over existing siding. If covering over existing, please indicate what the existing siding is. Also, state in your scope if there is structural or nonstructural work being done. **Note:** If the window/exterior door sizes are changing or if there are any structural changes, a building alteration permit is required.
☐	Provide a complete and accurate list of the Florida product approval numbers for all exterior cladding components being used. The decimal number for the specific product must be included. A Florida Product Approval form is available on the City website, under Building Forms.