

WINDOW/DOOR CHECKLIST

THIS DOCUMENT IS PROVIDED AS A GUIDE FOR CUSTOMERS TO BE AWARE OF THE DOCUMENTS REQUIRED TO SUBMIT FOR AND OBTAIN A PERMIT. THIS IS ONLY A GUIDE AS OTHER DOCUMENTS AND INFORMATION MAY BE REQUIRED.

1. Applications with Notarized signatures of qualifier of contractor or owner builder.
2. Complete Notarized Owner/Builder Affidavit if owner is acting as contractor per FS 489 exemption.
3. Proof of Ownership if owner/builder exemption is utilized i.e. PBC Property Appraiser cover sheet, Homestead Exemption or Warranty Deed.
4. Copy of recorded Notice of Commencement if over \$2500 in value.
5. Non-impact installations require separate shutter permit or proof of existing permitted impact protection.
6. Engineered Product Approvals with specific products identified.
7. Construction/Design Plans legible and scaled to 1/8" = 1-foot or greater meeting the following minimum requirements:
 - A. Property Address and Date on all pages.
 - B. Buck and Anchoring detail.
 - C. Floor plan identifying bedrooms, egress requirements and locating all windows and doors.
 - D. Wall sections.
 - E. Note that states installation complies with FBC current 170 mph wind speed.

NOTE: The Village of Royal Palm Beach reserves the right to require additional information and or documentation as deemed necessary to complete the review and permitting process per Florida Statute 553.79.