WINDOW & DOOR PERMIT APPLICATION CHECKLIST

Required Permit Applications:

- [ ] Uniform building permit application (filled out and notarized)

  Broward County Uniform Building Permit Application

Permit Review Stops:

- [ ] Structural

Minimum Plan Submittal:

- [ ] Plans including the location of all windows and doors being replaced (size for size). Include engineered plans if a modification to any opening is required,
- [ ] Broward County wind load chart *Wind Load Chart*
- [ ] Broward County uniform retrofit schedule *BC - Window & Door Schedule*
- [ ] NOAs or product approvals (highlighted)
- [ ] Documented proof of cost, including all trades (signed contract)

Other Requirements & Information:

- [ ] Updated contractor documents or submit contractor registration form *(if not registered with the City)*
- [ ] Owner Builder Disclosure Statement *(if owner performs the work)* *Owner-Builder-Disclosure-PDF*
- [ ] Notice of commencement *(if job value is over $5,000)* *Notice of Commencement*
- [ ] Easement agreement *(if needed)* *EASEMENT AGREEMENT*
- [ ] If homeowner's association covenants apply to your property, you are advised to obtain the homeowners association approval for your project prior to submitting to the building department

Please check with BORA website for latest revision: *Code Appeals Broward County - Board of Rules and Appeals*

Please note that this checklist is not intended to be all-inclusive.
Due to changes in the codes, regulations, ordinances and job conditions, other requirements may apply.

CONTRACTOR REGISTRATION REQUIREMENTS

Listed below is the documentation required to register as a Contractor with the City of Oakland Park.

1. Signed and notarized Contractor Registration Form completed in its entirety.

2. State of Florida Certification or State Registration and/or Central Board of Examiners of Broward County Certificate of Competency Card. The City of Oakland Park cannot accept Certifications, Registrations, or Certificates of Competency from any other jurisdictions or examining boards.

3. County Business Tax Receipt from the County in which your business is located.

4. Certificate of Insurance which identifies Liability Insurance and Worker's Compensation information. The Certificate of Insurance shall identify the City of Oakland Park with an address of 1100 Park Lane East, First Floor, Oakland Park, FL 33334, as the Certificate Holder. A Worker's Compensation Exemption from the State of Florida may substitute the requirement of Worker's Compensation Insurance.

5. Qualifier's State Driver License.

CONTRACTOR'S REGISTRATION FORM

Company Name (DBA):		
Company Address:		
City:	State:	Zip Code:
Mailing Address:		
City:	State:	Zip Code:
Phone #:	Fax #:	Email:
Type of Contractor:		
Qualifier's Name:	Driver License #:	
Qualifier's Address:		
City:	State:	Zip Code:
State Cert #:	State Reg #:	Cert of Comp #:
County BTR #:	City BTR #:	Other Lic #:

LIABILITY INSURANCE

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

WORKER'S COMPENSATION

Insurance Co. Name:	Phone #:
Policy #:	Insurance Limits:
Effective Date:	Expiration Date:

Signature of Qualifier

Date

NOTARY as to Qualifier

Date

Printed name of NOTARY

Seal

BUILDING DEPARTMENT

DURING A HURRICANE WATCH & BEFORE THE ONSET OF HURRICANE VELOCITY WINDS YOU ARE REQUIRED TO

SECURE THIS SITE

IN ACCORDANCE WITH THE BROWARD COUNTY ADMINISTRATIVE PROVISIONS OF THE FLORIDA BUILDING CODE SECTION 110.13

All loose objects in exposed outdoor locations shall be lashed to rigid construction or shall be stored inside an enclosed structure.

Florida Building Code Broward County Administrative Provisions Section 110.13.2.4

NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS

This includes but not limited to:

- **110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash**
- **110.13.2.2 Waste and Trash Enclosures Temporary Toilets**
- **110.13.2.3 Loose Construction Debris Forms and Construction Materials**
- **110.13.2.5 Roofing Tile and Materials Construction Shacks**
- **110.13.2.5 (1) Loading of Roof Tile**
- **110.13.2.5 (4) Store the construction materials inside an enclosed structure.**
- **110.13.3 Building materials shall be loaded on a roof no earlier than (20) working days prior to permanent installation.**
- **Temporary Electric Service Poles**

AND PROTECT ALL GLASS AREAS