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## 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 REQUIREMENTS:

<input type="checkbox"/>	<b>PERMIT APPLICATION</b> – Apply online at <a href="http://www.PermitGNV.com">www.PermitGNV.com</a> .
<input type="checkbox"/>	<b>SUBMITTAL QUALITY –</b> <ul style="list-style-type: none"> <li>• File names must clearly identify the content.</li> <li>• All files must be clear &amp; legible.</li> <li>• All files must be orientated properly w/out requiring further rotation to read.</li> <li>• Drawings must include owner's name &amp; project address.</li> <li>• Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.</li> </ul>

### SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Floor plan showing all of the following: <ul style="list-style-type: none"> <li>• All rooms and areas must be clearly labeled.</li> <li>• Clearly label and mark the location of all windows and/or exterior doors being replaced.</li> <li>• Clearly highlight the areas where the siding is being replaced.</li> </ul>
<input type="checkbox"/>	Manufactured specifications and installation instructions.
<input type="checkbox"/>	Provide a scope of work that includes the following: <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul> <p>Note: If the window/exterior door sizes are changing or if there are any structural changes, a building alteration permit is required.</p>
<input type="checkbox"/>	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.