



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

Window and Door Permit Checklist

The following items are required with submission of your permit application:

- **2 copies of completed Window and Door permit application along with 2 copies of the floor plan. Indicate the number of windows or doors to be replaced in the Scope of Work field.**
- **Owner/Builder Disclosure Statement when applicable.**
- **Florida Product Approvals or Miami-Dade NOA's. All product approval numbers must be provided on the application along with a copy at the time of application and provided on-site for inspection.**
- **A Recorded Notice of Commencement (NOC) preferred to be submitted with application but must be submitted prior to first inspection if job value exceeds \$2500.**
- **Documentation that verifies job value. Examples include a copy of the signed contract between the owner and contractor or a signed estimate, etc.**
- **Please provide a floor plan (on a separate sheet, minimum 8 ½" x 11") showing location of each window and door being replaced. Number each opening to match the attached window and door schedule on Page 5.**
- **Sleeping rooms must be identified on the floor plan and identify egress window in each sleeping room. Label it "egress".**
- **See the attached sample layout and chart for examples on Page 4.**
- **Window fall prevention device is required for windows with a sill height that are 6' (72") or higher above grade. FCB R 312.2 (sill height 24") FBC B 1015.8 (sill height 24")**
- **Please use the Component and Cladding Chart on Page 2 for One and Two-Family Dwellings. If the structure is a Commercial Structure, Condominium, Multi-Family or any structure other than One and Two-Family Dwellings, site-specific engineering will be required from a Florida licensed Design Professional per FBC 107.1.**
- **The Fire Prevention Bureau reviews all Commercial Door and Storefront replacements.**
- **This permit type is only for window and door replacements that do not require altering the existing opening. If the existing opening is altered, site-specific engineering will be required from a Florida licensed Design Professional and applicant will need to apply for an Alteration Permit.**
- **Applicant will need to provide a completed Window and Door Buck Affidavit to the Building Division after permit is issued and applicant has verified existing bucks either comply or have been altered to meet code requirements.**
- **Glazing in hazardous locations must comply with FBC R 308/ FBC B 2406.4**
- **Per FBC Existing 707.4 (1), shutters or impact-resistant glass is required when more than 25% of the existing glazed openings are replaced within any 12-month period for one and two-family dwellings constructed under codes other than the Florida Building Code.**
- **Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.**



**INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION**

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

Window and Door Application

PARCEL NUMBER: _____
(from tax notice \ receipt)

OWNER'S NAME: _____ JOB ADDRESS: _____

COMPANY NAME: _____ QUALIFIER NAME: _____

LICENSE #: _____ COUNTY COMP CARD #: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

JOB VALUE: \$ _____ WINDOWS/ DOORS RESIDENTIAL COMMERCIAL

SCOPE OF WORK:

Use the below chart to complete opening pressures on page 5 of this application for One and Two-Family Dwellings. Commercial Structures, Condominiums, Multi-Family or structures other than One and Two-Family Dwellings, site-specific engineering will be required from a Florida licensed Design Professional per FBC 107.1.

**FBC- 7th Edition
These Tables Are For Windows and Doors
in One and Two-Family Dwellings**

Doors and Windows Installed In Buildings with a Mean Roof Height of 30' or Less Located in Exposures B, C or D. Table R301.2 [2] altered per R 301.2.1.6 of the F B C Residential.

**COMPONENTS AND CLADDING WORST CASE DESIGN PRESSURE [PSF]
160 mph wind speed zone is east of I 95 and 150 mph is west of I 95, per current I.R.C. Wind speed map**

	160 Exp. B	160 Exp. C One Story	160 Exp. C Two Story	160 Exp. D One Story	160 Exp. D Two Story
Zone 4	+27.6 -30.0	+33.4 -36.3	+38.7 -42.0	+40.6 -44.1	+45.9 -49.8
*Zone 5	+27.6 -37.0	+33.4 -44.8	+38.7 -51.8	+40.6 -54.4	+45.9 -61.4
	150 Exp. B	150 Exp. C One Story	150 Exp. C Two Story	150 Exp. D One Story	150 Exp. D Two Story
Zone 4	+24.3 -26.3	+29.5 -31.9	+34.1 -36.9	+35.8 -38.7	+40.4 -43.7
*Zone 5	+24.3 -32.5	+29.5 -39.4	+34.1 -45.5	+35.8 -47.8	+40.4 -54.0

***End-Zone 5 is NEVER less than 4 ft.**

Pursuant to the recent Declaratory Statement (DS2018-072) provided by the Florida Building Commission, Window/Door Permits and Renovation Permits with a job value Less than 30% of the Building's Value will be Exempt from complying with the Florida Energy Code per Sections C101.4.2 & R101.4.2. This includes Exemptions from the Solar Heat Gain Coefficient and U-Value Requirements.

If the value of the Window/Door Permit or Renovation Permit is greater than 30% of the Building's Value, the project will need to comply with the Florida Energy Code per Sections C101.42 & R101.4.2.



INDIAN RIVER COUNTY/ CITY OF VERO BEACH BUILDING DIVISION

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit, and that all work will be performed to meet the standards of all laws regulating construction, insurance, and worker's compensation. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONER, ETC. Properties on which earth spills or other debris falls shall be cleaned immediately. All streets, sidewalks, and curbs damaged due to this construction shall be repaired to the satisfaction of the Engineering Department prior to the issuance of Certificate of Completion. IN APPLYING FOR THIS PERMIT, I HEREBY ATTEST THAT I HAVE THE KNOWLEDGE AND UNDERSTANDING OF ALL THAT IS REQUIRED BY THE FLORIDA BUILDING CODE AND ALL LAWS AND REGULATIONS PERTAINING TO PERFORMING AND COMPLETING THIS TYPE OF WORK.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner Signature

Contractor Signature

Acknowledgement for Person in an Individual Capacity

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____ by _____

who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____ by _____

who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

Acknowledgement for Person in a Representative Capacity

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____, by _____ (Name of Person) as _____ (Explain

Representative Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed).

who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____, by _____ (Name of Person) as _____ (Explain Representative

Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed).

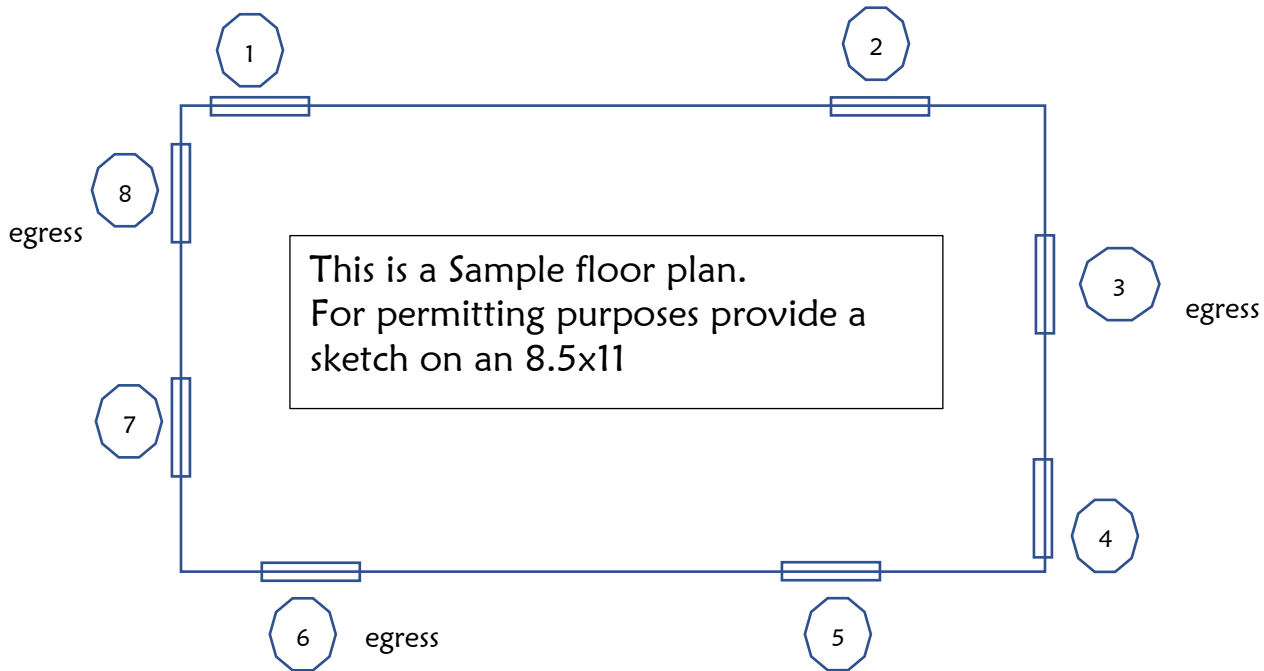
who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal



**INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION**

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

Sample Layout and Submittal Chart Example



INDIAN RIVER COUNTY/ CITY OF VERO BEACH BUILDING DIVISION

WINDOW AND DOOR SCHEDULE

1 Story Structure **2 Story Structure**

NAME: John Smith JOB ADDRESS: 123 Main Street Wind Speed: 160 Exposure Category: C

ID #	Existing Window		New Window		Location of Window- Provide Room Designation	Zone Location Indicate Zone 4 Or 5** Location	Applicable Opening Pressures per Chart		Product Approval Number	Product Approval Pressure Rating		Existing Egress Window Net Clear Opening *** (Square Feet)	New Egress Window Net Clear Opening *** (Square Feet)
	Size	Type*	Size	Type*			(+) PSF	(-) PSF		(+) PSF	(-) PSF		
1	37 x 63	SH	37 x 63	SH	Living Room	5	33.4	44.8	20-0401.03	65	70		
2	37 x 63	SH	37 x 63	SH	Kitchen	4	33.4	36.3	20-0401.03	65	70		
3	37 x 63	SH	37 x 63	SH	Bedroom	4	33.4	36.3	20-0401.03	65	70	7.37	7.37
4	37 x 63	SH	37 x 63	SH	Bathroom	5	33.4	44.8	20-0401.03	65	70		
5	37 x 63	SH	37 x 63	SH	Office	4	33.4	36.3	20-0401.03	65	70		
6	37 x 63	SH	37 x 63	SH	Bedroom	4	33.4	36.3	20-0401.03	65	70	7.37	7.37
7	37 x 63	SH	37 x 63	SH	Bathroom	4	33.4	36.3	20-0401.03	65	70		
8	37 x 63	SH	37 x 63	SH	Bedroom	5	33.4	44.8	20-0401.03	65	70	7.37	7.37

Mullion Product Approval #: _____

*Indicate Type of Window (SH) Single Hung, (DH) Double Hung, CAS (Casement) HR (Horizontal Roller), SLDR (Slider) or applicable window or door type.

** Zone 5 Location is never less than 4 feet from end wall of structure. Zone 4 is for any intermediate location that is greater than 4 feet from end walls.

*** Net clear opening is the actual free and clear space that exists when the window is open. It is not the rough opening size, but the actual opening a person can crawl through.



**INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION**

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

WINDOW AND DOOR SCHEDULE **1 Story Structure** **2 Story Structure**

NAME: _____ **JOB ADDRESS:** _____ **Wind Speed:** _____ **Exposure Category:** _____

ID #	Existing Window		New Window		Location of Window- Provide Room Designation	Zone Location Indicate Zone 4 Or 5** Location	Applicable Opening Pressures per Chart		Product Approval Number	Product Approval Pressure Rating		Existing Egress Window Net Clear Opening *** (Square Feet)	New Egress Window Net Clear Opening *** (Square Feet)
	Size	Type*	Size	Type*			(+) PSF	(-) PSF		(+) PSF	(-) PSF		
1													

Mullion Product Approval # : _____

*Indicate Type of Window (SH) Single Hung, (DH) Double Hung, CAS (Casement) HR (Horizontal Roller), SLDR (Slider) or applicable window or door type.
 ** Zone 5 Location is never less than 4 feet from end wall of structure. Zone 4 is for any intermediate location that is greater than 4 feet from end walls.
 *** Net clear opening is the actual free/clear space that exists when the window is open. Not the rough opening size, but the actual opening a person can crawl through. 5



**INDIAN RIVER COUNTY EXISTING BUILDINGS
WINDOW/DOOR BUCK AFFIDAVIT
WOOD, MASONRY, CONCRETE AND STEEL**

This form and instructions apply only to existing buildings

IRC Scope of Work Application must be filled out and submitted for window and door replacements.

Because a window/door buck inspection creates an additional inspection and inconvenience for owners and contractors, this form is to be used for EXISTING buildings. This affidavit must be submitted by the Contractor (Qualifier) or Owner (for Owner Builder permit). It is the responsibility of the permit applicant/contractor to make sure that compliant buck and buck fasteners and any required flashing are used. This form must be signed, notarized and submitted to this office prior to scheduling the Final Inspection.

Check the following that apply:

- Existing bucks extend beyond the face of the window and door frame and are anchored per traditional construction methods. All installations must comply with F.S. 553.842 (Product Approval) and FBC.
- New bucks extend beyond the face of the window and door frame and are anchored per traditional construction methods. All installations must comply with F.S. 553.842 (Product Approval) and FBC.
- Wood Frame with no bucks or exact rough opening masonry/concrete/steel with no bucks.

NOTES:

- Keep all fasteners exposed (do not install anchor holes snap covers) until the window attachments have been inspected and approved, after Final Inspection.
- Mullion attachment must be inspected or detailed photographs are required and must be onsite for inspection.
- All undersized, damaged and or rotten wood or bucks to be replaced.

PHOTOGRAPHS:

- All photographs when required must clearly identify the structure where the windows/doors are installed and have numbered opening(s) matching the floor plan or window schedule.
- See the Hidden Fastener Photo Policy dated 8/1/18 for fasteners that must be covered. All other fastener must remain exposed and fastener covers left off until after approved Final Inspection.

(Please check one) Owner Contractor

Address: _____

Permit Number: _____

Owner / Contractor Signature

PRINT Owner / Contractor Name

Acknowledgement for Person in an Individual Capacity	Acknowledgement for Person in a Representative Capacity
State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this _____ day of _____, 20 _____, by _____ who is <input type="checkbox"/> personally known or <input type="checkbox"/> produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal	State of Florida, County of _____ The foregoing instrument was acknowledged before by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this _____ day of _____, 20 _____, by _____ (Name of Person) as _____ (Explain Representative Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed). who is <input type="checkbox"/> personally known or <input type="checkbox"/> produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal