

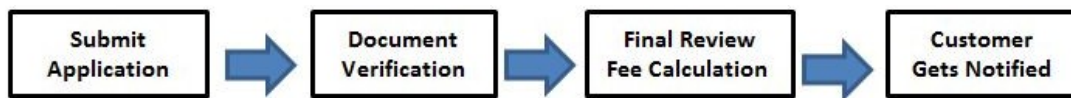


## Window - Door Replacement Application Requirements

Apply online at: <http://permits.ocoee.org>

Window-Door permits are required for the replacement of all exterior doors and windows. The Building Division accepts Permit Applications in person and/or on line at: <http://permits.ocoee.org>

**Workflow Steps:** Same day review on same for same replacements.



**Permit Fee:** \$30, plus \$3.50 per \$1,000 of residential construction cost. *State Surcharges will apply and other fees may be applicable.*

- Building Permit Application Form completed signed and notarized Application must include correct address and complete parcel I.D. number.
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.ocoee.org>
- Limited Power of Attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. Must be site specific and notarized.
- Owner Builder Statement Affidavit form, with owner's signature notarized, if property owner is acting as his/her own contractor.
- Notice of Commencement: Required for projects with work valuations over \$2,500. A certified recorded copy in the Orange County Comptroller's Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.
- Two (2) copies of the floor plan indicating size, type and location of windows/doors.
- Two (2) City of Ocoee Product Approval Specification Sheets complete with the Florida Product Approval numbers Notices of Acceptance. Florida Product Approval numbers can be located at: [www.floridabuilding.org](http://www.floridabuilding.org)
- Plans are not required - same for same window-door replacement permits.
- Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida will be required; if conducting structural alterations due to renovations or damage repairs.