100 W. Atlantic Blvd
Pompano Beach, FL 33060
Phone: 954.786.4669

City of Pompano Beach
Department of Development Services
Building Inspections Division

Window/Door/Shutter Checklist

WHEN DO I NEED A PERMIT?

The installation, replacement or major repair of any windows or doors, whether Commercial or Residential, requires a Building Permit be issued. A permit is not required for the replacement of any part which does not alter its approval or make it unsafe.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- ☐ Submit a completed Broward County Uniform Permit Application (Building Checked) from a licensed Structural contractor or owner/builder.
- ☐ Submit a completed Fire Review Application from a licensed contractor. (Excludes Single Family Residences)
- ☐ Submit a completed Owner / Builder Statement Affidavit, should the applicant utilize Florida Statute 489.103 Exemptions and assume responsibilities of contractor. (Owner/Builder not applicable for work in Condominiums)
- ☐ Submit current Miami/Dade Notice of Acceptance or Florida Product Approval for the product with all elements identified via circle or cloud.
- ☐ Submit a plan showing the location, size and type of product.
- ☐ Submit a Broward County Fenestration Voluntary Wind Load Chart identifying the zone, design pressures, effective wind areas and mean roof height for the proposed application.
- ☐ Submit association approval letter for the scope of work performed. (Condominiums and Homeowner Associations Only)
- ☐ If Building mean roof height exceeds 30 feet, site specific design wind loads for components and cladding, signed, sealed and dated by a Design Professional are necessary.
- ☐ If catwalk exists adjacent to door openings, the door in any position must not reduce the required width by more than one-half. A photo of the existing condition of door is required if door encroaches this width.

INSPECTIONS

Window/Door Permit Inspections

1. BLDG ATTACHMENT
2. BLDG FINAL STRUCTURAL

Fire Permit Inspections *(If applicable)*

1. FIRE DEPARTMENT FINAL

NOTICE OF COMMENCEMENT

A Notice of Commencement is required to be submitted when the contract price is greater than $5,000.00. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection. Visit Broward County's website for more information:
https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx

Each project is unique, so additional items may be required depending on the scope of work being done. *Updated 01/29/2024*