



Florida's Warmest Welcome

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City of Pompano Beach
Department of Development Services
Building Inspections Division

Window/Door 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.

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 current [Miami/Dade Notice of Acceptance](#) or [Florida Product Approvals](#) for the product(s) being used and installed with all elements identified via circle or cloud.
- Submit a floor plan showing the location, size and type of product being replaced.
- 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. For Buildings under 30 feet, the [Broward County Fenestration Voluntary Wind Load Chart](#) may be used instead.
- [Broward County Uniform Retrofit Window & Door Schedule](#) (Effective July 1, 2020)
- Submit association approval letter for the scope of work performed. (Condominiums and HOA's only.)
- 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 \$2,500.00. 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.

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