



PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

WINDOW, DOOR & GARAGE DOOR REPLACEMENT

Application Packet

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

**Minimum Plan Requirements – Window, Door & Garage Door Replacement
Building and/or WNCA Work Permit Application
Window, Door & Garage Door Replacement Requirements
* Notice of Commencement**

*** If required, the form is also available online under “Documents” at the following link:
<https://www.scgov.net/government/planning-and-development-services/building>**

PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 - (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 - (941)861-3029

MINIMUM PLAN REQUIREMENTS
Window, Door and Garage Door Replacement

Window and Door

Provided Required

- Exterior Components and Cladding documentation: (e.g. Windows, Doors, Garage Door, Shutters, Soffit, etc.) provide a **Florida Product Approval** document with the model option being used identified, along with the corresponding Installation Instructions OR a **Notice of Acceptance** (NOA) for each item. (2 copies)

- Floor Plan identifying all rooms and replacement openings (1 original and 1 copy)
Note: For window replacements, provide sizes of window openings and total square feet of all glass replacement.

- Notice of Commencement, recorded by the Clerk of Circuit Court (1 copy)
(Due prior to first inspection)

Garage Door

Provided Required

- Garage Door Specifications (2 copies)

PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL – (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL – (941)861-3029

BUILDING AND/OR WNCA WORK PERMIT APPLICATION

(THIS IS NOT A PERMIT)

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

CONSTRUCTION LIEN LAW: The Construction Lien law (Chapter 713, Part I, Florida Statutes) provides a method by which a contractor, subcontractor, laborer, building material supplier, architect, landscape architect, interior designer, engineer or land surveyor may claim a lien on real property on which he/she has done work or to which he/she has furnished materials.

The applicant by signature on this application certifies that he or she will deliver this statement to the person whose property is subject to attachment in accordance with the provisions of F.S. 713. The Right, Title and Interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law.

COUNTY RESPONSIBILITY: Nothing herein shall be deemed to authorize or create a duty on the part of the County and its officers, agents and employees to assure or guarantee construction and work in compliance with County ordinances or the plans and specifications submitted thereunder. County officials administering this permit conduct only spot checks to the best of their ability and within the limitations of the available time and personnel. No expectations based upon permits or approvals issued hereunder should arise that construction and work performed pursuant to said permits or approvals does in fact comply with County ordinances or the plans and specifications submitted thereunder. Any person desiring to assure such compliance should seek the assistance of independent persons qualified to perform such evaluations.

WNCA WORK PERMIT APPLICATIONS: This application may be utilized to file jointly (or separately) for Water and Navigation Control authority (WNCA) permits: **Minor or General** for the construction and repair of docks, bulkheads, boathouses, rock revetments, fishing piers, boat-lifts, davits, and maintenance dredges or **Major** for those proposals that do not qualify for a Minor or General permit (ask for a Major Work Permit application supplement). **Submitted plans shall meet the requirements provided on the WNCA application supplement.**

TRANSMISSION TOWER APPLICATIONS: This application may be utilized to file jointly (or separately) for a **Transmission Tower**. **Submitted plans shall meet the requirements provided on the Transmission Tower application supplement.**

COMPLIANCE: The owner/s or contractor certifies that, together with plans and specifications submitted to the Development Services Business Center, Permitting & Inspection Services, this application shows a true representation of the construction to be accomplished under this permit. It is understood that any deviations from the original documents, unless approved by the Planning and Development Services Business Center's Director, will render the permit invalid. The owner/s or contractor further agrees to comply with all Sarasota County laws and codes pertaining to the work and agree at any time to make all changes required by the Planning and Development Services Business Center's Director to conform to County and State ordinances, laws and regulations.

EXPIRATION OF PERMIT: A **Building Permit** issued pursuant to this application will become invalid after 180 days from the date of issuance if the work is not commenced or is suspended or abandoned, or if more than 180 days elapse between required inspections and no Certificate of Occupancy has been issued. Construction authorized under a **Water and Navigation Control Authority (WNCA) Work Permit** issued pursuant to this application must be commenced within 180 days from the date of issuance and shall be completed within one year from the date of issuance. In the event that authorized work is not commenced or completed within said time periods, reapplication must be made to Development Services Business Center for reauthorization.

EXPIRATION OF PERMIT APPLICATIONS: Section 105.3.2, Florida Building Code – An application for a building permit for any proposed work shall be deemed to have been abandoned 6 months (180 days) after the date of filing for the permit, unless before then a permit has been issued. One (1) extension of time of not more than 90 days may be allowed by the building official for the application provided the extension is requested in writing and justifiable cause is demonstrated. WNCA permit applications may be withdrawn by the WNCA Ordinance Administrator if timely responses to requested additional information are not received, subject to Section 54- 654(5)(b) of the WNCA Ordinance.

REFUNDS: Refunds of fees shall be based on Sarasota County Fee Resolution No. 2017-134, Exhibit A, Section 6.K.



____ North County ____ South County

Application Number _____

WNCA Application# _____

PLANNING AND DEVELOPMENT SERVICES PERMIT APPLICATION (NEW CONSTRUCTION) OR WATER NAVIGATION CONTROL AUTHORITY PERMIT

Application must be filled out **COMPLETELY** and signed by the owner, contractor or its authorized agent **BEFORE** processing can begin. Minimum two (2) sets of plans, three (3) sets if on well and/or septic [FBC Sixth Edition 2017]

To be completed by applicant – PLEASE PRINT CLEARLY:

Date _____ Estimated Cost \$ _____ Parcel ID _____ - _____ - _____

Project Address: _____
(Street Address) (Apt/Suite/other) (City) (Zip)

Legal Description: Lot _____ Block _____ Subdivision _____

Metes & Bounds Name of Waterway _____ If a WNCA Permit select: General Major Minor

Check box if **Primary** contact

Contractor License Holder Name _____ License # _____

Business Name _____

Business Address _____
(Street Address) (Apt/Suite/Other) (City) (Zip)

Phone _____ Fax _____ E-Mail _____

Check box if **Primary** contact

Property Owner _____ Phone _____ E-mail _____

Mailing Address _____
(Street Address) (Apt/Suite/Other) (City) (Zip)

Check box if **Primary** contact

Architect/Engineer _____ License # _____

Business Address _____
(Street Address) (Apt/Suite/Other) (City) (Zip)

Phone _____ Fax _____ E-Mail _____

Check box if **Primary** contact

Agent/Other Contact _____ Phone _____ Fax _____

E-mail _____

| | | | | |
|---|---|--|-------------------------|------------------------|
| Residential <input type="checkbox"/> | Commercial <input type="checkbox"/> | Number of Units _____ | Number of Stories _____ | Service Amperage _____ |
| Water Source <input type="checkbox"/> Central <input type="checkbox"/> Well | Sewer Source <input type="checkbox"/> Central <input type="checkbox"/> Septic | Type of Gas <input type="checkbox"/> LP <input type="checkbox"/> Natural | | |
| Number of extra jobsite copies _____ | Shell Only <input type="checkbox"/> | Lawn Irrigation <input type="checkbox"/> | | |

Detailed Work Description - **If applying for re-roof, Roof Assembly Worksheet must be attached**

The Planning and Development Services Department is committed to providing excellent customer service. Please check here if it is ok for someone from the County to follow-up with you regarding your experience and how we can improve our service.

If applying for a COMMERCIAL PERMIT, please complete this section as well:

Current Business Use _____ Proposed business use _____

Environmental Permits and Reviews

Development of property in Sarasota County is subject to reviews for environmental protection as well as for public health, safety and welfare. There are regulations in the Sarasota County Code of Ordinances and Comprehensive Plan that may require an environmental review associated with the building permit, or even a separate environmental permit. Please read the guidance below and be sure to coordinate with Environmental Permitting if any of the noted conditions apply to your property.

Important: No clearing or site preparation should occur BEFORE the appropriate approval is granted.

An environmental review will be required if any of the following physical features are located on your property or if you wish to conduct any of the activities below.

- Shorelines (gulf or bay), creeks, lakes, ditches or canals.
- Dock and shoreline protection structures (e.g. seawall, rock revetment).
- Myakka River.
- Wetlands.
- Preservation / Conservation areas or conservation easement.
- Natural habitat (e.g. scrub, mesic hammock, coastal hammock).
- Protected wildlife species (e.g. bald eagle, Florida Scrub-jay, gopher tortoise).
- Trees, Grand Trees or Canopy roads.
- Cut down trees.
- Dig up the earth, create a pond, or other excavation, or place fill/stockpile on the property.

**To obtain additional Environmental Permitting information, call
(941) 861-5000 and ask for an Environmental Specialist.**

Air & Water Quality

Storage Tanks and Asbestos

To ensure that your permit application is processed quickly, please answer the following questions.

If any of the questions are answered yes, please contact Air & Water Quality through the County Call Center at (941) 861-5000 to obtain additional information pertaining to these activities.

- Does the activity involve Storage Tanks (excluding propane)? Yes No
- Does the activity involve the renovation or demolition of a commercial building? Yes No
- Does the activity involve the renovation or demolition of more than one residential building, or greater than 4 living units within a property? Yes No

State of Florida Permitting

If your project involves altering surface water flow a State of Florida Environmental Resource Permit may be required. For guidance and to determine whether or not you need a permit please visit the Department of Environmental Protection (DEP) website at: <http://www.dep.state.fl.us/water/wetlands/erphelp/index.htm>.

If stormwater will discharge from your construction site the work may require a National Pollutant Discharge Elimination System (NPDES) Generic Permit for Stormwater Discharge from Large and Small Construction Activities (often referred to as the NPDES Construction Generic Permit). For guidance and to determine whether or not you need a permit please visit the DEP website at: <http://www.dep.state.fl.us/water/stormwater/npdes/construction1.htm>.

If you will be dewatering, a permit may be required from the State of Florida. Please contact the DEP South District for guidance at (239) 344-5600.

PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678
 4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

BUILDING AND/OR WNCA WORK PERMIT APPLICATION
Owner/Builder Disclosure Statement (Applies only if owner is acting as the contractor)

AUTOMATED TELEPHONE NUMBER FOR BOTH OFFICES: 941-861-6441

Requested and Attached or N/A

Owner/Builder Disclosure Statement is Required pursuant to Section 489.103(7), Florida Statutes

CONTRACTOR/AGENT/OWNER AFFIDAVIT

Application is hereby made to obtain a permit to the work and installation 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 regulation construction in this jurisdiction. I further certify that I have entered into a contact with the owner/agent of the subject property to make the specified improvements to, or perform the contracting at, the real property specified in this application. I have also made the owner/agent aware of the provisions of the Homebuyers Protection Act. I certify that all the foregoing information is accurate and that the work will be done in compliance with all applicable laws regulating construction and zoning. I acknowledge and accept responsibility for compliance with the correct Florida Building Code, regulations, and ordinances, as well as the payment of all legally constituted fees regarding this development application including but not limited to ALL REVIEW FEES AND PERMIT FEES. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, etc. NOTICE: In addition to the requirements for this permit, there may be additional restrictions to this property that may be found in the public records of the county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulation construction and zoning. I agree to allow any authorized employee of Sarasota County to enter upon the premises associated with this project for the purpose of ascertaining compliance with the terms and conditions of the application, or permit, and/or permit stipulations.

WARNING TO OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENT 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 RECORDING YOUR NOTICE OF COMMENCEMENT.

The applicant by signature on this application certifies that he or she will deliver this statement to the person whose property is subject to attachment in accordance with the provisions of F.S. 713. The Right, Title and Interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law.

Under penalty of perjury, I hereby declare that I have completed the foregoing document and all document attached hereto and incorporated herein by reference and that all of the information contained therein is true and correct to the best of my knowledge.

I hereby acknowledge that I have read and understood the above affidavit on the _____ day of _____, 20_____.

_____ STATE OF FLORIDA
 (Signature of Owner, contractor or its authorized agent) (Printed Name) COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20_____, by _____,
 (name of person making statement)

_____ Personally Known or _____ Produced ID _____
 (Type of ID & Number)

Notary Signature: _____ Notary Name Printed: _____

Commission Number _____ (Notary Stamp)

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

Print **Clear**

PLANNING AND DEVELOPMENT SERVICES

1001 Sarasota Center Blvd., Sarasota, FL 34240 – (941)861-6678
4000 S. Tamiami Trail, Rm. 122, Venice, FL 34293 – (941)861-3029

**WINDOW, DOOR AND GARAGE DOOR REPLACEMENT
REQUIREMENTS**

Please provide two copies of the following information and drawings when applying for a permit to replace or change a window, door or garage door:

Windows and Doors

1. Provide floor plan drawing of the structure showing the location and use of all rooms where windows or doors are being replaced.
2. Indicate the overall dimensions of all windows and doors being replaced.
3. Replacement windows residential and emergency escape/rescue openings: If the existing building replacement window is the manufacturer's largest standard size window that will fit within the existing frame or existing rough opening. The replacement window shall be permitted to be of the same operating style as the existing window or a style that provides for an equal or greater window opening area than the existing window.
4. Indicate the location of the required Emergency Egress opening on the floor plan.
5. All windows within 24" of a door and less than 60" above the finished floor level must have tempered glass or safety glazing
6. Glazing in walls, enclosures or fences containing or facing hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers and indoor or outdoor swimming pools where the bottom exposed edge of the glazing is less than 0 inches (1524 mm) measured vertically above any standing or walking surface shall be considered to be a hazardous location. This shall apply to single glazing and each pane in multiple glazing. Less than 60 inches measured horizontally and in a straight line, from the water's edge of a bathtub, hot tub, spa, whirlpool or swimming pool or from the edge of a shower, sauna or steam room.
7. Opening protection (shutters or impact resistant glazing) must be provided. Indicate method of opening protection. (Design plans for plywood shutters are available from the Permit Center. If you desire plywood shutters, indicate this on plans. Instructions will be provided.)
8. Provide manufacturer's product approval and installation specifications for each type of window, door and manufactured shutter. This information is typically available from your retailer. It should specify the design pressure of the window, door or shutter.
9. Highlight or otherwise indicate pertinent details for size and installation for each type of window, door and shutter used.
10. A final inspection is required to be scheduled after windows and/or doors are installed. Fasteners must be visible for the inspection. If shutters are required, each shutter must be labeled and placed in front of each window/door for the inspection. Shutter anchors must be permanently attached to the building.
11. Read and closely follow the manufacturer's installation instructions. The inspector will only approve installations done according to published specifications.
12. Please schedule inspections one day in advance. The inspections will require someone to be at home to allow entry. For special needs contact the Inspection Hotline at 861-3271 or 861-3273.

Garage Doors

1. Provide two (2) copies of the manufacturer's product approval and installation specifications.
2. A final inspection is required to be scheduled after garage overhead doors are installed.
3. Read and closely follow the manufacturer's installation instructions. The inspector will only approve installations done according to published specifications.
4. Please schedule inspections one day in advance. The inspections will require someone to be at home to allow entry. For special needs contact the Inspection Hotline at 861-3271 or 861-3273.

Shutter Design Information for Wood Structural Panels

6th Edition, Florida Building Code (2017), R301.2.1.2 and 1609.1.2

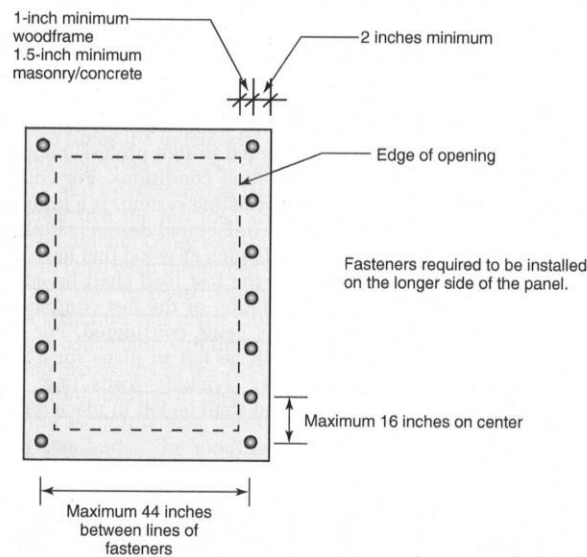
Protection of Openings. Glass in exterior doors and windows in buildings located in wind-borne debris regions shall be protected from wind-borne debris. Glazed opening protection for wind-borne debris shall meet the requirements of the Large Missile Test of ASTM E1996 and ASTM E1886, TAS 201, 202 and 203, or AAMA 506, as applicable. Protection of glazing in garage doors shall meet requirements of ANSI/DASMA 115 (garage doors). (Note: All of Sarasota County is in a wind-borne debris region.)

Exception: Wood structural panels with a minimum thickness of **7/16 inch** (11 mm) and a maximum span of **42 inches** (44 inches between fasteners) shall be permitted for opening protection in one- and two-story buildings, of R-3 and R-4 occupancy.

- Panels shall be precut so that they extend at least 2 inches beyond the fasteners and shall be attached to the framing surrounding the opening containing the product with the glazed openings.
- Panels shall be predrilled as required for the anchorage method and attached with corrosion-resistant hardware permanently installed on the building. Attachment hardware shall be provided.
- Attachments shall be either:
 1. Designed to resist the components and cladding loads determined in accordance with the provisions of the current Florida Building Code, Building, Table R301.2(2) or ASCE 7.

-OR-

 2. Fasteners spaced 16" o.c. (on center) along the edges of opposing long sides of panel.
- Wood frame construction: Fasteners must be located a minimum of **1 inch** from the edge of the opening and **2 inches** inward of panel edge. Fasteners shall be embedded in wall framing members (not the window frame) far enough to achieve a minimum 300 pounds ASD design withdrawal capacity, based on min. 1/4" lag screws.
- Concrete or masonry wall construction: Fasteners must be located a minimum of **1.5 inches** from the edge of the opening and **2 inches** inward of panel edge. Fasteners shall be embedded in wall to achieve a minimum 300 pounds ASD design withdraw capacity and an ASD design shear capacity of 525 pounds. Hex nuts, washered wing-nuts, or bolts must be minimum 1/4" hardware installed with min. 1-inch diameter washers.



Wood structural panel opening protection attachment

NOTICE OF COMMENCEMENT

Permit Number _____ Tax Folio # _____

The undersigned hereby gives notice that improvement will be made to certain Real Property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. DESCRIPTION OF PROPERTY:

(Legal description of the property and street address, if available).

2. GENERAL DESCRIPTION OF IMPROVEMENT:

This space reserved for recording

3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:

Name & Address: _____

Interest in Property: _____

Fee Simple Title Holder (if different from owner listed above): _____

4. CONTRACTOR: Name: _____ Phone Number: _____

Contractors Address: _____

5. SURETY (If applicable, a copy of the payment bond is attached): Amount of bond: \$ _____

Name: _____ Phone Number: _____

Address: _____

6. LENDER'S NAME: _____ Phone Number: _____

Lender's address: _____

7. Person's within the State of Florida Designated by Owner upon whom notice or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.

Name: _____ Phone Number: _____

Address: _____

8. In addition, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Phone number of person or entity designated by Owner: _____

9. Expiration of notice commencement (the expiration date will be 1 year from date of recording unless a different date is specified. _____ 20, _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

(Signature of Owner or Lessee, or Owner's or Lessee's
Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

State of _____ County of _____

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

_____. (name of party on behalf of whom instrument was executed)
(type of authority, ...e.g. officer, trustee, attorney in fact)

Personally Known or _____ Produced Identification _____
(type of identification produced)

(Signature of Notary Public – State of Florida)

SEAL

NOTICE OF COMMENCEMENT

INSTRUCTIONS

- Complete the NOC, sign and have notarized. NOC's are not required from contracts less than \$2,500.00.
- NOCs are required for A/C replacement for contracts \$7,500.00 and over.
- Record original document at the Sarasota County Clerk of Circuit Court office:
 - 2000 Main Street, Sarasota
 - 4000 S. Tamiami Trail, Venice
- Submit a copy of the recorded NOC to Planning and Development Services:
 - Email: building@scgov.net
 - By Fax: 941-861-6471 (Sarasota) or 941-861-3282 (Venice)
 - In Person: 1001 Sarasota Center Blvd, Sarasota or 4000 S. Tamiami Trail, Venice
- Post the sealed original at the Job Site.