

## **Sarasota County Planning and Development Services**

# **Window, Door & Garage Door Replacement Application Packet**

**South County:**

Planning and Development Services  
4000 Tamiami Trail S. Room 122  
Venice, Florida 34293-5076  
941-861-3282 (Fax)

**North County:**

Planning and Development Services  
1001 Sarasota Center Blvd  
Sarasota, Florida 34240  
941-861-6471 (Fax)

**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**

- \* Subcontractors Verification Sheet
- \* Notice of Commencement

**\* If required, the form is available online under “Forms & Applications” at <https://building.scgov.net>**



**PLANNING AND DEVELOPMENT SERVICES  
BUSINESS CENTER**

**1001 Sarasota Center Blvd, Sarasota, FL 34240  
4000 S. Tamiami Trail, Room 122, Venice, FL 34293  
Sarasota 861-6770 Venice 861-3029**

**MINIMUM PLAN REQUIREMENTS  
Window, Door and Garage Door Replacement  
Expiration of Permit Applications**

**Window and Door**

**Provided Required**

- Window, Door, Garage Door, and/or Shutter Manufacturer’s Installation Specifications (2 copies)
- Window, Door, Garage Door, and/or Shutter **Manufacturer’s Testing Data OR** (2 copies)
- Window, Door, Garage door, and/or Shutter Manufacturer’s **Notice of Acceptance Letter (NOA)** (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)

**Expiration of Permit Applications per 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.

\_\_\_\_\_  
*Signature of Permit Applicant*

\_\_\_\_\_  
*Date*

**SARASOTA COUNTY, FLORIDA  
BUILDING AND/OR WNCA WORK  
PERMIT APPLICATION**

**(THIS IS NOT A PERMIT)**

**South County:**

Planning and Development Services Business Center  
4000 Tamiami Trail S. Room 122  
Venice, Florida 34293-5076  
941-861-3282 (Fax)

**North County:**

Planning and Development Services Business Center  
1001 Sarasota Center Blvd  
Sarasota, Florida 34240  
941-861-6471 (Fax)

**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 owners, authorized agent 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), authorized agent 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. 2007-229, Exhibit A, Section 6.K.

**PERMIT APPLICATION (NEW CONSTRUCTION) OR  
 WATER NAVIGATION CONTROL AUTHORITY PERMIT**

Application must be filled out completely and signed by the contractor, authorized agent or owner **BEFORE** processing can begin.

**Minimum two (2) sets of plans, three (3) sets if on well and/or septic [FBC 2010]**

**To be completed by applicant – PLEASE PRINT CLEARLY:**

**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 \_\_\_\_\_

Number of extra jobsite copies _____	Number of Units _____ Number of Stories _____	Service Amperage _____
Water Source ___ Central ___ Well	Sewer Source ___ Central ___ Septic	Type of Gas ___ LP ___ Natural
Food Service ___	Shell Only ___	Lawn Irrigation ___

**Detailed Work Description**

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

**Current Business Use** \_\_\_\_\_ **Proposed business use** \_\_\_\_\_

ROUTING FORM FOR ALL NEW CONSTRUCTION, ADDITIONS, RENOVATIONS AND DEMOLITIONS

NATURAL RESOURCES - (941) 861-5000

Coastal Properties and Waterways

- Does the property border/contain a shoreline, lake, ditch or canal?
Is the property located along the Gulf of Mexico or Big Pass?
Is the property located along or nearby the Myakka River?

If YES to any of the above, certain setbacks may be required. In addition, the requirements of one or more of the following Codes (WNCA, Coastal Setback, Myakka River Protection, Marine Turtle Protection) may be applicable.

Vegetation and Native Habitats

- Does the property border/contain a wetland?
Has your property been historically cleared or landscaped?
Does your property border/contain a Preservation/Conservation Area or Conservation Easement?

Wildlife

Many properties are utilized by wildlife that are protected by state/federal laws. If it is determined that protected wildlife occupy your property, consultation with the appropriate state/federal agencies may be required prior to permit issuance.

- Have you observed a bald eagle, Florida Scrub-jay, or gopher tortoise on or nearby your property?

Tree Protection

The Following Activities Do Not Require A Tree Permit unless there is a Grand Tree on site: Addition to an existing residential dwelling, (i.e. pool, shed, room, dock, interior) Commercial interiors, walls, demolition Docks (only if no trees are to be removed).

Tree Permits are required for all new construction not exempted above even if no trees exist on the site. All parcels shall have at least one tree per 2,000 square feet of property. If trees are located on the property, the proposed activity will be required to avoid and minimize impacts to trees. If a Grand Tree is located on the property, additional protection measures will be required.

If a Tree Permit has been issued for the lot, what is the Permit No.? \_\_\_\_\_

- Is the property located on a Canopy Road?

AIR & WATER QUALITY

- Does the activity involve petroleum or chemical storage tanks (excluding propane), a petroleum contaminated site or monitoring wells?
Does the activity involve renovation or demolition of a commercial building?
Does the activity involve renovation or demolition of a residential building with greater than four living units, or does it involve more than one residential unit?
Will operations at the planned facility result in discharge from the site of materials or substances other than rainwater, or to the air of chemicals, vapors, or particulates?
Does the activity involve excavation near, or demolition of an existing habitable structure built prior to 1975? rainwater, or to the air of chemicals, vapors, or particulate matter?

IF ANY OF THE ABOVE QUESTIONS ARE ANSWERED 'YES,' PLEASE CONTACT AIR & WATER QUALITY THROUGH THE COUNTY CALL CENTER AT (941) 861-5000

Projects disturbing more than 1 acre of land, or less than 1 acre of land if part of a larger common plan of development, will be required to obtain National Pollutant Discharge Elimination System (NPDES) coverage under the state Generic Permit for Stormwater Discharge from Large and Small Construction Activities pursuant to Chapter 62-621.300(4), Florida Administrative Code.

Dewatering may require permit coverage that is separate and apart from Environmental Resource Permitting (ERP), and NPDES Stormwater (Construction Generic Permit, or CGP) Permitting if the produced groundwater will be discharged to surface waters of the state, or to the municipal separate storm sewer system (MS4).



# BUILDING AND/OR WNCA WORK PERMIT APPLICATION

South County: Development Services
4000 Tamiami Trail S. Room 122
Venice, Florida 34293-5076
941-861-3282 (Fax)

North County: Development Services
1001 Sarasota Center Blvd
Sarasota, Florida 34240
941-861-6471 (Fax)

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

### Owner/Builder Disclosure Statement (Applies only if owner is acting as the contractor)

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.

(Signature of Owner/Agent/Contractor) (Printed Name) STATE OF FLORIDA, COUNTY OF

Sworn to (or affirmed) and subscribed before me 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.



## PLANNING AND DEVELOPMENT SERVICES BUSINESS CENTER

1001 Sarasota Center Blvd, Sarasota, FL 34240  
4000 S. Tamiami Trail, Room 122, Venice, FL 34293  
Sarasota 861-6770 Venice 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. An existing building shall not be altered such that the building becomes less safe. In residential dwellings and dwelling units, a maximum of 5 percent reduction in the clear opening dimensions of replacement emergency escape and rescue windows (egress) shall be allowed. This applies to egress windows in sleeping rooms.
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 doors and enclosures for hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers where the bottom edge of glazing is less than 60 inches above a standing surface must be tempered or safety glazing.
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 861-6601.

#### **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 861-6601.

# Shutter Design for Wood Structural Panels

Exception: Wood structural panels with a minimum thickness of 7/16 inch (11 mm) and a maximum span of 8 feet (2438 mm) shall be permitted for opening protection in one- and two-story buildings. Panels shall be precut and attached to the framing surrounding the opening containing the product with the glazed opening. Panels shall be predrilled as required for the anchorage method and shall be secured with the attachment hardware provided. Attachments shall be designed to resist the component and cladding loads determined in accordance with either Table R301.2(2) or ASCE 7, with the permanent corrosion resistant attachment hardware provided and anchors permanently installed on the building. Attachment in accordance with Table R301.2.1.2 is permitted for buildings with a mean roof height of 33 feet (10 058 mm) or less where Vasd determined in accordance with Section R301.2.1.3 does not exceed 130 miles per hour (58 m/s).

**TABLE R301.2.1.2  
WINDBORNE DEBRIS PROTECTION FASTENING SCHEDULE  
FOR WOOD STRUCTURAL PANELS<sup>a, b, c, d</sup>**

FASTENER TYPE	FASTENER SPACING (inches) <sup>a, b</sup>		
	Panel span ≤ 4 feet	4 feet < panel span ≤ 6 feet	6 feet < panel span ≤ 8 feet
No. 8 wood screw based anchor with 2-inch embedment length	16	10	8
No. 10 wood screw based anchor with 2-inch embedment length	16	12	9
<sup>1</sup> / <sub>4</sub> -inch lag screw based anchor with 2-inch embedment length	16	16	16

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound = 4.448 N, 1 mile per hour = 0.447 m/s.

- a. This table is based on Vasd, as determined in accordance with Section R301.2.1.3, of 130 mph and a 33-foot mean roof height.
- b. Fasteners shall be installed at opposing ends of the wood structural panel. Fasteners shall be located a minimum of 1 inch from the edge of the panel.
- c. Anchors shall penetrate through the exterior wall covering with an embedment length of 2 inches minimum into the building frame. Fasteners shall be located a minimum of 2 1/2 inches from the edge of concrete block or concrete.
- d. Where panels are attached to masonry or masonry/stucco, they shall be attached using vibration-resistant anchors having a minimum ultimate withdrawal capacity of 1500 pounds.