



CITY OF MIAMI SPRINGS
201 Westward Drive
Miami Springs, Florida 33166
Building Processing Department

WINDOW AND DOOR REPLACEMENT PERMIT REQUIRMENTS:

- 1. Permit Application, signed and notarized by the Owner and Contractor.
2. If permit is by owner, please submit: INSTRUCTIONS TO OWNER-BUILDER
3. If permit is by Contractor, please submit: COPY OF THE CONTRACT WITH THE PROPERTY OWNER'S SIGNATURE
4. Two sets of schematic layout (floor plan) of the residence and/or building showing the following:
a. Rooms and spaces labeled.
b. Size and location of each window and door openings.
c. Product approval numbers of all each opening component (Windows, Doors, Fixed Glass, Mullions).
d. Wind load pressures of each opening.
5. Two sets of Product Control Approval from Miami-Dade County and/or State Approval.
a. Mark all applicable connection details.
6. Shutter Permit shall be required if the replacement Windows and/or Doors are not impact resistant:
a. Submit two sets of Product Control Approval from Miami-Dade County and/or State Approval.
b. Mark all applicable connection details.
7. Two sets of Wind Load Calculations signed and sealed by Architect or Engineer.
8. Every Bedroom shall have at least one egress opening with a minimum opening size of: 20" wide x 24" high.
9. A statement by the Owner, as follows, signed and notarized:

OWNER STATEMENT

Date: _____

To: Building Official
Building & Code Compliance Department
City of Miami Springs

Job Address: _____

I am requesting a permit to remove and replace the Windows and/or Doors in my home. All the openings will remain with the same size; there will be no additional openings and/or enlargement of any existing opening.

Respectfully,

Owner's Name

Owner's Signature

Sworn and subscribed before me this _____ day of _____, _____ Seal

Notary Public Signature