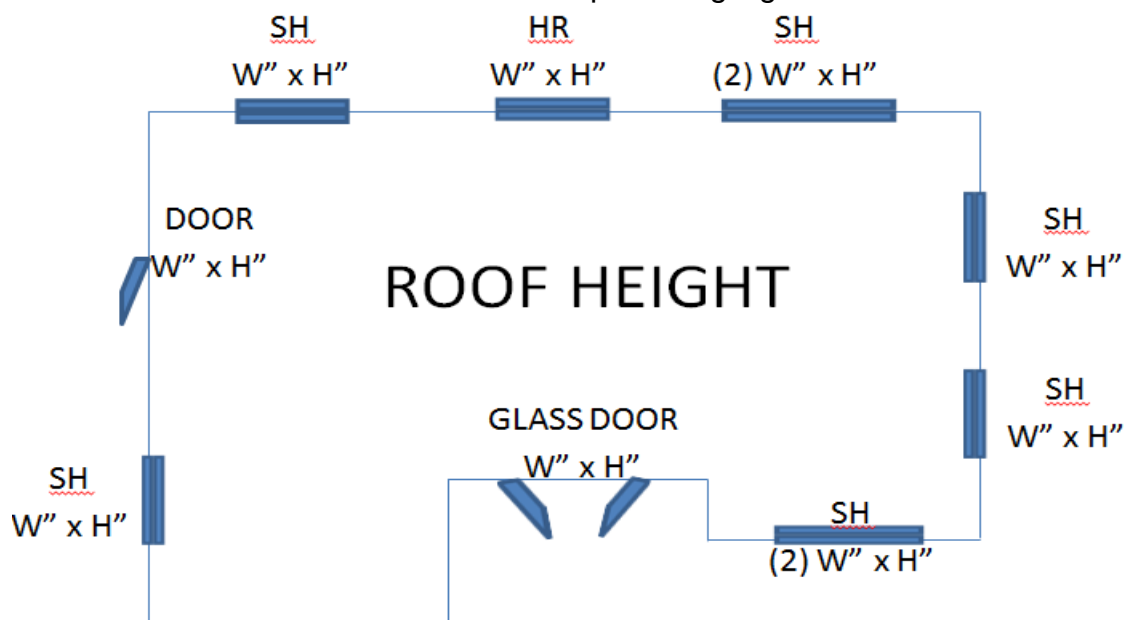


Window / Door Replacement

1. Provide two copies of a plot plan showing the size and locations of all doors and windows in the structure. Mark each opening that is to be replaced with a new door or window; note the quantity of the windows at each opening and the type of window or door to be installed i.e. single hung, horizontal slider, fixed glass, glass door, etc.
2. Provide design pressures for each opening as prescribed in Chapter 16 of the Florida Building Code or if a single family or duplex residence, design pressures can be obtained from the Broward County Fenestration Wind Load Chart. Show the mean roof height of the building on the plan.
3. Provide a current Product Approval for each type of window and door, which you intend to install. Please contact the store/supplier where you purchased your products to obtain the required Product Approval documents.
4. The Product Approvals contain charts and tables, which provide component and fastener options- including window size, glazing thickness, mounting details, etc. Highlight or mark-up site specific conditions.
5. Shutters are required if more than 25% of the openings of the building are being replaced on a single family or duplex residence; and you must provide Product Approval for the shutters. Impact resistance is required on all commercial retrofits regardless of size or amount.
6. Two or more windows located within one opening require a mullion. A Product Approval must be submitted for the mullion with installation options highlighted.



SAMPLE:

Must include property address

2

APPLY FOR PERMIT

Apply for ePermit

Work that does *NOT* require a design professional's seal, should be applied for via [email](#). The Required Documents *must* be:

- PDF form at a resolution of 300 DPI or better
- *Clearly* named
- *Separately attached* to email
- Total megabytes per email shall not exceed 20 megabytes

Keep in mind, when applying via email, each Required Document, product approval, etc., *MUST* each be submitted as a clearly named separate attachment to email. Include permit type from the checklist and job address in subject line of email.

Email ePermits@hollywoodfl.org

3

MONITOR PROGRESS

Monitor Permit Application

Once the Permit Application is accepted for review, it will be automatically routed to the required disciplines. You are responsible to go online and monitor your Permit Application. This can be done by signing up for [automatic notifications or logging in regularly](#).

Each plan reviewer (for the required disciplines) will either approve, conditional approve (CA) or deny the Permit Application. Should it be denied by a discipline, comments will be provided. It is your responsibility to address each comment by submitting corrections to the Permit Application along with a response sheet to each comment via email.

Corrections may include, but are not limited to, revised plans, correction to required documents, photographs, etc.

4

FEES AND PERMIT ISSUANCE

Pay for and Issuance of an ePermit

If needed, you can obtain a free estimate of the [Permit Cost](#). When the Permit Application is approved and ready for issuance, fees should be [paid online](#). When paying online, please allow 24 hours to process the payment prior to receiving the completed permit package along with the Inspection Reference Log and Building Permit Card.

5 INSPECTIONS

Call for Inspections

Now that you have received your official Building Permit, work on the job site can begin. It is your responsibility to schedule the necessary Inspection(s). This can be done [online](#) or by calling the automated inspection scheduling line 954.921.3646.

After 9:00 a.m. on the morning of your scheduled inspection find out who the inspector is [online](#); inspection results can be viewed in the late afternoon, as well.

6 CLOSE PERMIT

Closing Your Permit

The approved final inspection will automatically close your permit. In addition, a Certificate of Completion (C/C) may be obtained by completing this [Request form](#) and emailing it to ePermits@hollywoodfl.org. Include permit type, (the words) close permit and job address in the subject line of the email.

Have Questions?

1. **Email** bldgpermit@hollywoodfl.org
2. **Phone** 954.921.3335
3. **In Person** Ask questions directly to Plan Reviewers during Informational Courtesy Hours
Tuesday and Thursday, 7:30 a.m. - 10:30 a.m.
All other inquires, 7:00 a.m. - 6:00 p.m.

When visiting us in person you may get in our virtual line prior to arriving either [online](#), downloading the app or by texting "Hollywoodservice" to 954.241.1105 to reserve your spot in line.

All other inquires, 7:00 a.m. - 6:00 p.m.
2600 Hollywood Blvd.
Hollywood, FL 33022
Second Floor

