



Development Services Department

3521 NW 43rd Avenue Lauderdale Lakes, Florida 33319-5599

Mon-Thurs: 8:00am-3:30pm Friday: Closed to the Public

Phone: 954-535-2480 | Fax: 954-731-5309

Inspections: 954-535-2481

permits@lauderdalelakes.org

WINDOW/DOOR REPLACEMENT/SHUTTER INSTALLATION

1. Provide 2 copies of an outline of your building exterior walls showing the locations and the size (width x length) of all doors and windows in the structure. Mark each opening that is to be replaced with a new door/window or the installation of a new shutter; mark 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 current 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 shutter, 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, glass thickness, mounting details, etc. Highlight or mark-up site specific conditions.
5. Impact resistance is required on all the openings being replaced if more than 25% of the openings of the building are being replaced on a single family or duplex residence; and you must provide shutters or the window and doors must be impact resistant for the High Velocity Hurricane Zone. Please note 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.
7. If using shutters to protect all the openings in single family or duplex resistance, please note, you must mention at least one safe exit doorway, means of egress, out of the residence that either can be able to open the shutter from within or it is through an impact resistant door.



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Please note that this checklist is not all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply. Call the inspection line at (954) 535-2481 by 2:00 pm to schedule an inspection, the Building Department will schedule your request for the following business day.

Note: Click on blue hyperlinks for required documents.

Required Permit Applications:

- [Broward County Uniform Permit Application](#)
- [Broward County Uniform Retrofit Window & Door Schedule \(use as many sheets as needed to list all openings.\) \(Two Sets\)](#)

Minimum Plan Submittal:

- A sketch of the house (floor plan view) showing the location of all opening and identify each opening with a letter or number. Use link only. (Two Sets)
- N.O.A.'s (Notice of Acceptance) provide a current product approval for each type of shutter, window, and door, which you intend to install. Contact the store/supplier where you purchased your products to obtain the required product approval documents
- If any opening is altered, an Engineer or Architect's signed and sealed detail is required. (Two Sets)
- Signed Contract between Contractor and Owner.

Other Requirements & Information:

- [Owner/Builder Affidavit Package](#) (if Owner/Builder)
- [Contractor Registration Requirements](#) (if Contractor not registered with City)
- [Notice of Commencement](#) (if job value over \$2,500, required before 1st inspection)

Permit Review Stop:

- Structural

Inspections:

- Window and Door Final



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WINDOW AND DOOR EXAMPLES

DOOR TYPES

- SD Swing Door
- SGD Sliding Glass Door
- XX Pair - French Doors
- OXX Pair - French Doors w/1 side Lite
- OXX) Pair - French Doors w/2 side Lite
- GD Garage Door

WINDOW TYPES

- SH Single Hung
- DH Double Hung
- FIX Fixed
- CAS Casement
- HSL Horizontal Slider
- AW Awning
- EE Egress/Escape
- BW Bow
- BY Bay

SAMPLE DRAWING

