



228 S. MASSACHUSETTS AVE.
 LAKELAND, FLORIDA 33801-5086
 863/834-6012
 TDD 863/834-8333

REPLACEMENT WINDOWS/DOORS/HURRICANE SHUTTERS CHECKLIST

Revised 6/13/2017

This checklist is provided to assist customers in submitting complete permit applications and plans, which smooths and speed the permit approval process. While the checklist is thorough, it is not exhaustive and does not apply to every permitted project type. **Contractors:** Please note that application for this type of permit must be made through eTRAKiT, with plans submitted through ePlan.

<input type="checkbox"/> Building Permit Application	Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 863-834-6012 or buildinginspection@lakelandgov.net .
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Building Inspection Division at 863-834-6012 or buildinginspection@lakelandgov.net .
<input type="checkbox"/> City of Lakeland Product Approval Checklist	If the Florida product approval number is on the plans, this form does not need to be submitted.
<input type="checkbox"/> Floor Plans – Window/Door Schedule	Draw an outline of the structure where the windows/doors are to be installed. Label the openings and provide the size of the windows/doors installed at these openings. <u>Also indicate if the windows/doors are within four feet of the outside corner of the building to determine if the window is in zone 4 or zone 5.</u> This assists the inspector when identifying what attachment method applies and location. If the window or door that is being taken out is the same size as the new one being put in, state on plans that the installation is “size for size”. Setback measurements are NOT required.
<input type="checkbox"/> Notice of Commencement	Before you can obtain the first inspection, the Notice of Commencement Form must be submitted to the City of Lakeland Building Inspection Division.