



City of Greenacres

Building Division
5800 Melaleuca Lane
Greenacres, Florida 33463-3515
Ph: 561-642-2052 Fax: 561-642-2049
permitcenter@greenacresfl.gov

Windows and Doors Checklist

Site Information
Address: _____
Required Plans and Documents
<ul style="list-style-type: none"><input type="checkbox"/> Palm Beach County Universal Permit Application<input type="checkbox"/> Windows and Doors Worksheet form<input type="checkbox"/> Floor plan identifying windows and doors to be changed.<input type="checkbox"/> NOA's of all proposed products (NOA'S must be marked up showing the proposed product.)<input type="checkbox"/> Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.
<p>NOTE: If altering the structure to install the window, a separate building permit for the opening alteration shall be required.</p>
<p>** Plans and Documents submitted digitally that require a signature and seal from a Registered Design Professional must be signed in accordance with Florida Statute, and Florida Administrative Code. **</p>
Qualifier Signature: _____ Date: _____



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Windows and Doors Worksheet

Site Information

Address: _____

Project Information

☐ Residential

☐ Commercial

Description of Work: _____ Manufactured by: _____

Number of windows to be replaced: _____ Location of New Windows: ☐ Front ☐ Rear ☐ Side ☐ All

Type of Window: Impact Non-Impact (A separate shutter permit may be required)

Structural Alteration required: No Yes
If Yes, plans showing changes may be provided.

Existing Shutters: No Yes

Type of installation: Finn (common with wood frame walls) Inset (common with CBS walls)

If any structural alterations are intended to install the window a separate building shall be required.

*Refer to checklist for any additional requirements.

Qualifier Signature: _____ Date: _____

Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.

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