



CITY OF HOMESTEAD DEVELOPMENT SERVICES
100 CIVIC CT
HOMESTEAD, FL 33030
(305) 224-4500
FAX. (305) 224-4539

Checklist for

WINDOWS AND DOORS

DEVELOPMENT SERVICES

ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO
permits@cityofhomestead.com

- Completed Permit Application – Owner’s and Contractor’s signature notarized.
- Contractor’s License and Insurance must be current.
- Folio # is required on Permit Application
- Proof of ownership if applicable.
- Owner/Builder Affidavit if applicable.
- Miami-Dade County NOA or State of Florida Product Approval for each type of window and door to be installed. NOA or FL product approval must be marked to indicate the components and installation methods for this permit.
- Floor plan(s) indicating location of windows and doors, size of openings and means of egress.
- Association Letter of Approval, if applicable (Courtesy i.e.: Villages, Keys Gate, San Remo, etc.).
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

REVIEW PROCESS

1. Building
2. Structural Engineer
3. Building Official

**PLEASE NOTE: A WINDOW/DOOR/SHUTTER AFFIDAVIT
MUST BE POSTED ON SITE AT TIME OF FINAL INSPECTION**