



## SHOP DRAWING REVIEW CHECK LIST

ALL ITEMS MUST BE INCLUDED AND MUST BE COMPLETE  
LEGIBLE

### WINDOWS & GLASS DOORS (AND MULLIONS)

PROCESS NUMBERS PROVIDED: \_\_\_\_\_

Check off each item being included. All 3 items are required. Do not submit if not complete and legible.

1. A complete application with and the total area (sq. ft.) of windows or glass doors being installed. (If the windows are required as part of a " Master Permit" include that Master Permit's number in the application).  
Note: If all windows, doors, and mullions are impact resistant check here
2. Two (2) copies of elevations indicating the size and location of all windows and doors to be installed, and indicating the mean roof height of the building.  
The plans shall include the following:
- Identify the size and "product approval number" of each window/door;
  - Identify the "product approval number" and size of all mullions; and
  - Indicate the required positive and negative pressure of each window/door being used or
  - If tied to a master permit, The permit plans may be submitted if the plan contains the information requested above.
3. Two (2) complete and legible copies of the Miami-Dade Building Code Compliance, "Notice of Acceptance"\* for each window, glass door or mullion used. If more than one mullion or method of application is covered on the "Notice of Acceptance", highlight or mark the "Notice of Acceptance", identifying the mullion and connection to be used.

*\*In lieu of Approval for Miami-Dade County Building Code Compliance, "Notice of Acceptance"\*  
The product may provide "High Wind Velocity Zone Approval: from the Florida Commission*

#### **IMPORTANT**

3a. [ ] Applicant must indicate on the approval documents and elevations, which glass type/thickness and which options are to be used, including mullion sizes and type of connection to be used.

3b. [ ] If all windows and doors are to be impact resistant, please indicate so, on the elevations or on the plans.

4. [ ] If the windows are replacing existing windows, the new windows must meet the egress requirements in section \_\_\_\_\_ and the safety requirements in NFPA 101.

- Provide two complete sets containing items 2 & 3 (if the permit set is used in lieu of a plan, two copies of item 3 are not required).
- Item 1 is to be included in the office set

## Windows and Doors Permit Package

window 	window 	Door 	Garage 
Mark _____ Size (    ) x (    ) Wind _____ Pressure + (    ) - (    ) N.O.A. _____ Zone _____	Mark _____ Mullion Size (    ) x (    ) Mullion N.O.A. _____ Connection _____ Zone _____	Mark _____ Size (    ) x (    ) Wind _____ Pressure + (    ) - (    ) N.O.A. _____ Zone _____	Mark _____ Size (    ) x (    ) Wind _____ Pressure + (    ) - (    ) N.O.A. _____ Zone _____

**Notes:**

- Show all openings
- Provide overall height
- Provide width of house
- Mark must be cross referenced with window and door supplement.
- If all openings are not visible on the elevation , then a floor plan must be provided with the same information.

### Application Requirements:

- Building Permit Application indicating the job value and square footage of all fenestrations.
- Window and Door Supplement fully executed and correlated with elevation drawing(s)
- Homeowner Association approval letter will be required if applicable.
- Owner-builder affidavit is required if project is to be done by the homeowner
- Proof of Ownership is required. (Recorded warranty deed or property tax statement)
- Homeowner must appear in person if owner builder.

### Application Required Reviews:

- Building review
- Structural review (if required by Building Plan Reviewer)

## **Required Inspections:**

- Window and Door Buck Inspection (for new construction and additions)
- Window and Door inspection (after installation for new construction and additions, all labels must not be removed until after this inspection is approved)
- Final inspection (only inspection required for existing structures)

## **Attached Forms:**

- Permit Application
- Window and Door Supplement form

The requirements noted above are based on the most common for this type of construction. Other requirements may be required because of the specific conditions of your project. Some of the requirements noted above may not apply to your project. The Village of Palmetto Bay Building Division makes every effort to keep guideline information current; however, Code Section numbering changes, Code amendments, or Formal Interpretations by the State or the Dade County Board of Rules and Appeals may be approved from time to time and modifications to the information noted above may become necessary. The information noted above is intended to help designers and property owners; however, permit applicants are responsible for the content of the documents submitted. Deed restrictions and homeowners associations (HOA) may require additional requirements or requirements that may conflict with those noted above. Be sure to check for your deed restrictions and HOA requirements to avoid unnecessary construction or legal costs.

