

WINDOW AND DOOR REPLACEMENT PERMIT

To get a permit for replacing windows and/or exterior doors, appear in person at 214 Hogan Street, 2nd floor, between 7:00 a.m. and 3:00 p.m. Monday through Friday. You will need to bring proof of your Homestead Tax Exemption and a photo ID.

When you arrive at the permitting office, pick up a Building Permit Application, a Property Owner Disclosure, and a Worksheet for Window and Door Replacement at the Plans Review counter.

Information you will need to complete the Worksheet for Window and Door Replacement includes:

- The wind speed and exposure category for your home. The Small Projects Plans Examiner can assist you with obtaining this information from the City of Jacksonville GIS web site
- The number of windows and/or exterior doors to be replaced and the size of each unit expressed in square feet of opening area.
- The Florida Product Approval Number of each replacement unit. This number is expressed as a three, four, or five digit number followed by a one or two digit suffix; for example 1234.5. Your supplier should be able to provide you with this information.
- Job cost.

Fill out the documents and sign them in the presence of a Notary Public. The Permit Assistant at the Plans Review counter will input the information from the application into the computerized permitting system, and give your job a permit number. Then proceed to the Small Projects Plans Examiner who will review your information, and if everything is correct, give you a bill to take to the Tax Collector for payment. The Tax Collector will give you a copy of the permit.

If the cost of the job is \$5000.00 or less, the permit fee is \$84.00 and it will automatically expire after it is paid, with no inspection required.

If the cost of the job is more than \$5000.00, the permit fee is \$154.50, and at least a final inspection will be required. A Notice of Commencement is required if the job cost exceeds \$2500.00. The notice is signed by the owner and recorded at the Clerk of the Court. There is a \$10.00 fee to record a one-page document. A copy of the recorded notice displaying the permit number is then delivered to the Information counter or faxed to 255-8552.

Technical notes: Except in exposure categories other than “B”, windows having a DP rating of +/-35 psf or better are sufficient for use throughout this jurisdiction. Lower DP ratings may also be sufficient depending on the wind speed zone, size of the opening, and position of the opening within the building. Structures permitted before 2002 that are located in the 120 mph wind zone may require approved opening protection if more than 25% of the aggregate glazed area is being replaced in a 12 month period.

Reference [bulletins](#) G-05-07, G-09-07, G-09-08, and G-10-08.