

BUILDING INSPECTION DIVISION



July 17, 2014

MEMORANDUM

Bulletin G-04-14

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., Chief,
Building Inspection Division

Subject: Window and Door Replacement Permits for Education, Day Care, Residential Board and Care, and Assembly Occupancies

Windows and doors for the above referenced occupancies have various size, clear opening, and hardware requirements for both the building and fire codes. These usually cannot be verified for code compliance by an on-line permit application without floor plans. Therefore, **effective for all window and door replacement permits submitted on or after August 15, 2014, on-line permit applications for window and door replacements for the above noted occupancies will no longer be accepted.** Permit applications must be brought to the Building Inspection Division (BID), and they must include a floor plan. Review and inspection by both the Fire Marshal and Building Inspection Division will be required, thus the permit fee will not be the same as a typical window/door replacement permit. Fire Marshal min fee = \$150, BID min fee for window/door replacement with one required inspection = \$150. Total fee = \$300 plus state surcharge. If it is determined that one or both inspections are not required, the fee **MAY** be less.

If you need further information on what must be submitted, please contact Peter Levy (PLEvy@coj.net), 904-255-8522.