



VILLAGE OF TEQUESTA

BUILDING DEPARTMENT

345 Tequesta Dr.

Tequesta, Florida 33469-0273

(561) 768-0450 Fax (561) 768-0698

WINDOW/DOOR PERMITTING CHECKLIST

In order to perform a uniform and consistent review of window permit applications, as a minimum, the following documents are required to be submitted.

- Permit Application:** A completed Village of Tequesta permit application, with notarized signatures of contractor and property owner, and a copy of fully executed contract.
- Permit Fee:** Cash, check or credit card for applicable permit and zoning fees upon submittal of application.
- A completed Owner Builder Affidavit for owners wishing to perform the work themselves.
- A recorded and certified Notice of Commencement for all jobs valued at \$2,500.00 or more.
- One Product Approval or Notice of Acceptance for all that applies; each proposed window/door, each proposed Mullion, and a completely dimensioned elevation drawing showing size and location, including height above grade of openings to receive mullion and windows, mean roof height, length and width of building. Highlight all application items. Please include floor plan with room designation for egress requirements.
- For each opening shown of the elevation drawing, indicate the Product Approval or Notice of Acceptance (NOA) number for the proposed windows/doors.
- For each opening shown on the elevation drawing, indicate the calculated negative and positive wind pressures in accordance with ASCE-7-10. NOTE: Buildings which exceed 60' in height must have wind pressures sealed by an engineer.
- For each opening shown on the elevation drawing, indicate impact calculated +/- wind pressures per ASCE 7-10.
- Attach two (2) sets of the proposed layout for the window locations and sizes. No plans may be submitted larger than 24" x 36". For commercial building/condos, attach a third set of plans for the Fire Department Plan Review.
- If windows are not impact resistant, then shutters are REQUIRED. If shutters already exist, proof of permit is required.