Window-Door Replacement Application Requirements

Apply online at: http://permits.ocoee.org

Window-Door permits are required for the replacement of all exterior doors and windows. The Building Division accepts Permit Applications in person and/or online at: http://permits.ocoee.org

Workflow Steps: Same day review on same for same replacements.

Permit Fee: $30, plus $3.50 per $1,000 of residential construction cost. State Surcharges will apply and other fees may be applicable.

- Building Permit Application Form completed signed and notarized Application must include correct address and complete parcel I.D. number.

- Contractor Registration (Active) including current State Contractor License, General Liability and Workers’ Compensation. First time contractor applicants may register online at: http://permits.ocoee.org

- Limited Power of Attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. Must be site specific and notarized.

- Owner Builder Statement Affidavit form, with owner’s signature notarized, if property owner is acting as his/her own contractor.

- Notice of Commencement: Required for projects with work valuations over $2,500. A certified recorded copy in the Orange County Comptroller’s Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.

- Two (2) copies of the floor plan indicating size, type and location of windows/doors.

- Two (2) City of Ocoee Product Approval Specification Sheets complete with the Florida Product Approval numbers Notices of Acceptance. Florida Product Approval numbers can be located at: www.floridabuilding.org

- Plans are not required for same for same window-door replacement permits.

- Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida will be required; if conducting structural alterations due to renovations or damage repairs.