



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055 Ph:
386-719-5754 Email: Permits@lcfla.com

EXTERIOR DOOR / WINDOW PERMIT APPLICATION

Permit # _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description (Section/Block/Lot): _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

PROJECT INFORMATION

☐ Commercial ☐ Residential

Structural alteration: ☐ No ☐ Yes

Existing shutters: ☐ No ☐ Yes

Sliding Door(s): _____ **Swing Door(s):** : _____ **Manufacturer(s):** _____

Type of Door(s): ☐ Impact ☐ Non-impact* (a separate shutter permit may be required) Location of Door(s): ☐ Front ☐ Back ☐ Side

Window(s): : _____ **Manufacturer(s):** _____ Location of Window(s): ☐ Front ☐ Back ☐ Side

Type of Window(s): ☐ Impact ☐ Non-impact * (a separate shutter permit may be required)

Type of installation: ☐ Finn (common with wood frame walls) ☐ Inset (common with CBS walls)

***See checklist for additional requirements.**

Total Valuation \$ _____

****MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER**

Contractor Signature

Date

Print Name

Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by
means of ☐ physical presence or ☐ online notarization this
____ day of _____, 20____, by _____
who is personally known to me or has produced _____
as identification.

Owner or Owner's Authorized Representative Signature

Date

Print Name

Notary Public, State of Florida

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by
means of ☐ physical presence or ☐ online notarization this
____ day of _____, 20____, by _____
who is personally known to me or has produced _____
as identification.

FOR OFFICE USE ONLY

PERMIT FEE \$ _____

Application date: _____ Rec'd by: _____



Building Department CHECKLIST FOR DOOR AND WINDOW PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- **Door information:** Number of doors, type of door, location of door, manufacturer.
- **Window information:** Description of work, manufactured by, # of windows, location of windows, type of window, structural alteration, existing shutters, type of installation.
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Layout plan
- Product approval with installation instructions
- If altering the structure to install the window/door, please refer to the Structural Opening permit checklist.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**