



**Over the Counter Permit**  
**Windows, Doors or Impact Shutters**  
**Single Family Residence**

This permit type is limited to windows, doors or impact shutters of single-family residences. Plans examination under certain conditions is not required as stated in Section 107.1 Florida Building Code 6<sup>th</sup> Edition (2017) & Section 19-106 (2) of the Boca Raton Building Regulations. Deficiencies observed in the field may result in a failed inspection with re-inspection fees assessed.

Job address \_\_\_\_\_ Contractor license number \_\_\_\_\_

In addition to this form, the following documents are required at the time of application:

- Permit [Application](#) Form
- Contractor Registration or [Owner Builder](#) Disclosure Statement
- Certified Copy of Contract - scope and amount to include all materials and labor
- Certified Copy of [Notice of Commencement](#) (for projects greater than \$2,500)

Applicant attests to the following:

- The permit application is a true representation of the products to be installed in the manner that is indicated within the appropriate section of the Product Approval or Notice of Acceptance (NOA) submitted.
- Applicant understands that changes made after permit issuance are subject to revision submittals and fees.
- Applicant has read and understands [Memorandum dated, January 1<sup>st</sup>, 2018](#) that the wind velocity used for single family residence is 170 mph and that all buildings or structures shall be considered Exposure C unless Exposure D applies.
- Applicant understands that complete and legible Product Approval or Notice of Acceptance (NOA) of all products installed are to be on site for inspection purposes, failure to provide Product Approval or Notice of Acceptance (NOA) may result in a failed inspection with re-inspection fees assessed.
- Applicant understands that all required inspections are to be scheduled on all windows, doors and shutters being installed to ensure compliance with the Florida Building Code, in the usual manner either, by telephone at 561.393.7914 or on line at <https://boca-egov.aspgov.com/Click2GovBP/index.html>. Failure to schedule inspections may result in a failed inspection with re-inspection fees assessed. **Inspections requested prior to 3 pm will be scheduled for the next business day. Inspections requested after 3 pm will be scheduled for the business day following the next business day.**

\_\_\_\_\_  
Contractor Qualifying Agent Name

\_\_\_\_\_  
Contractor Qualifying Agent Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Sword to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ who (check one) is personally known to me \_\_\_\_\_ or has provided the following identification \_\_\_\_\_

\_\_\_\_\_  
Notary Public's Signature