



# Windows/Exterior Door Permit Information

The following items are required at the time of permit submittal. All required paperwork and documents shall be included at the time of submittal, or the submittal will not be accepted:

- Building Permit Application
- One (1) copy of the contract/proposal from the contractor performing the work
- Window/Exterior Door product specifications, including the U-Factor

**Fees:**

- **Windows & Exterior Door Permit Fee:** Cost Based – If the project is under \$500.00, the permit is \$31.00. Otherwise, the first \$1,000.00 = \$49.00, Each additional \$1,000.00 = \$16.00.
- **Re-inspection Fee:** \$95.00 to be paid prior to re-inspection if an inspection has failed.

**Inspections:**

The applicant / homeowner is responsible for scheduling all required inspections with our office. The following is a list of inspections, which will be required for your project:

- **Final Inspection**

**General Comments:**

- A minimum 24-hour notice is required when scheduling any inspection.
- It is the owner’s responsibility to install the windows or doors in strict accordance with all code requirements and manufacturer’s specifications.
- All new windows and doors are required to have a U-Factor (the rate at which a window, door, or skylight conducts non-solar heat flow) of 0.30 or better.
- Window/Exterior Door permits can be issued over the counter if there are no structural changes.
- The yellow permit card must be displayed during construction and must be visible from the street.