



## City of Sanford Doors - Windows Application Checklist

**All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).
- A site specific notarized 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.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).
- Two (2) copies of the floor plan indicating size, type and location of windows/doors.
- Completed and signed Statewide Product Approval Specification Form.
- Two (2) copies of the manufacturer's installation instructions.

*These guidelines were compiled to assist the applicant in preparing a windows / doors permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.*