



Town of Juno Beach

340 Ocean Drive, Juno Beach, Florida 33408
Phone: (561) 626-1122 Fax: (561) 775-0812

WINDOW PERMITTING CHECKLIST

In order to perform a uniform and consistent review of window permit applications, as a minimum, the following documents are required to be submitted:

- 1.) A completed Town of Juno Beach permit application.
- 2.) A completed Owner Builder Affidavit for owners wishing to perform the work themselves.
- 3.) A recorded and certified Notice of Commencement for all jobs valued at \$2,500.00 or more.
- 4.) Two (2) Product Control Notice of Acceptance for all that applies: each proposed window, each proposed Mullion, and a completely dimensioned elevation drawing showing size and location, including height above grade of openings to receive mullion and windows, mean roof height, length and width of building. Highlight all applicable items.
- 5.) For each opening shown of the elevation drawing, indicate the Product control Notice of Acceptance (NOA) number for the proposed windows.
- 6.) For each opening shown on the elevation drawing as having multiple window installations, indicate the size of the proposed mullion and its Product Control Notice number, as well as the proposed anchoring method of the mullion to the supporting structure.
- 7.) For each opening shown on the elevation drawing, indicate the calculated negative and positive wind pressures in accordance with ASCE-7-02 (required for 2 stories or more).
- 8.) For each opening shown on the elevation drawing, indicate impact resistance device (if required).
- 9.) Windows used for second means of escape, or second means of egress, shall comply with FBC 2004 HVZ.
- 10.) Attach two (2) sets of the proposed layout for the window locations and sizes. No plans may be submitted larger than 24"x 36".
- 11.) If windows are not impact resistant then shutters are REQUIRED. If shutters already exist, proof of permit is required.
- 12.) If property is located with a community that has an HOA/POA, a copy of their sign-off must be submitted.
- 13.) All properties with Associations must have an Association Approval letter for proposed work.