

WINDOW/DOOR PERMIT CHECKLIST

- ☐ 1. Building Permit Application filled out and notarized.
- ☐ 2. Proof of property ownership, in case of new ownership, will require a copy of the deed.
- ☐ 3. Product Approval Specification Sheet filled out with the product approval numbers, Manufacturer and Product Description for the windows and doors.
- ☐ 4. Window and Door Specification sheets.
- ☐ 5. Building layout plan, marking the windows/doors being replaced.
- ☐ 6. Owner/Builder Disclosure Statement completed, signed and notarized.
- ☐ 7. If homeowner is not pulling a permit and a licensed contractor is, the following is required:
 - ☐ a. Contractor Registration Application, completed.
 - ☐ b. Copy of contractor license
 - ☐ c. Copy of driver's license
 - ☐ d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - ☐ e. Copy of current business name from Sunbiz.Org.
 - ☐ f. A list of authorized agents on the business letterhead.
- ☐ 8. Notice of Commencement is required to be filled out, signed, notarized and then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$5,000.00 or more. The City of Inverness will require a copy of the recorded N.O.C.
- ☐ 9. Please allow 2-3 days for processing the permit.
- ☐ 10. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
- ☐ 11. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.
- ☐ 12. Window specification sheets and building layout plan are required to be on-site for inspection.
- ☐ 13. Please note that if the property is listed as a company name, corporation or an LLC on the property appraiser card/deed, a licensed contractor is required to submit permit for window and door replacements.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**