



IMPORTANT NOTICE

Exterior windows and doors installation always requires a building permit and the following MANDATORY inspections:

1. - Framing/structure inspection (Code 1135 or 1190). It is to be sure that the structure receiving and supporting the window/door in sound conditions to hold the window/door on its place. On new construction it is usually under the master permit.
2. - Bucks inspection (Code 1135 or 1190 until new Code is created). Bucks and shims are regulated by the Florida Building Code and by the specific N.O.A. In some cases structural calculations and details are required.
3. - Window/door installation inspection (Code 1185). It shall be done when windows are installed but not finished/concealed yet. Inspector will inspect anchors, window/doors type, model, and to checking means of escape and safeguard requirements.
4. - Planning (Code 7005) and Fire (Code 3099) Finals. Contractor shall be sure that these two departments' requirements are fulfilled and call inspections required. Single Family Residences are exempt of Fire inspection.
5. - Final Windows/doors (Code 1187). To be performed when windows/ doors are completely finished and operable, and all the previous inspections approved. This inspection will close the window permit. Keep stickers/labels for this inspection.

SPECIAL INSTRUCTIONS FOR REPLACEMENT OF EXISTING WINDOWS/DOORS ON EXISTING BUILDINGS:

To avoid possible water damage and to minimize the time without windows/doors in occupied buildings, inspections 1, 2, and 3 can be performed at the same time as "in progress". Contractor MUST call for these in progress inspection the first and every following day of removal and installation work. Failing to call these inspections will generate an automatic \$250.00 Fine. Contractor will be responsible of removing and re-installing any window/door required by the inspector to perform the mandatory inspections.

If the inspector does not show up after an inspection has been called thru the automated system, the Contractor is allowed to install windows/doors but not finish them, to allow inspector to see the work done. Taking pictures is recommended on this case, even though pictures are not a substitute of inspections. Engineer/Architect inspections are not accepted unless required by the Plans Examiner at the time of Permit approval or by the Inspector at the job site.

Person Receiving Document (Print Name)	Person Receiving Document (Signature)	Date

Office Use Only		
Date of Receipt by Permit Clerk	Permit Clerk (Print Name)	Permit Clerk Signature

ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

Form Name Notice for Window/Door Replacements

Form Purpose This form is to provide notification regarding window/door installations and inspections

Related Forms Permit Application

Associated Fees

Form Process

For Assistance

Please contact:

1. **In – person:** Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, Miami Beach, Florida 33139
2. **Via Telephone:** 305-673-7610
3. **Via E-mail:** buildingdepartment@miamibeachfl.gov
4. **Online:** www.miamibeachfl.gov

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.