



## SHUTTER, WINDOW or DOOR APPLICATION

Window  Door  Shutter     
 Electric Required: Yes  No      
 Commercial  Residential

Property Owner: \_\_\_\_\_ STRAP # \_\_\_\_\_

Owner's Email: \_\_\_\_\_ Owner's Phone #: \_\_\_\_\_

Job Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_ Construction Value: \$ \_\_\_\_\_

Job Description: \_\_\_\_\_

If construction value exceeds \$2500 a notice of commencement will be required.

**APPLICATIONS FOR SHUTTERS** must include a completed shutter worksheet for the type of covering being used.

**APPLICATION FOR WINDOWS/DOORS** *NOTE: If window or door is not size for size- see #4 in regulations page*

EXPOSURE CATEGORY: D				WIND ZONE: 160MPH			
	Product Type	Product No.	Expiration Date	Impact	SHGC	U Factor	Turtle Glass Required
1.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: SHGC value must be less than or equal to .25. U-factor value must be less than or equal to 0.65 for non-impact rated penetration. U-factor rating must be less than or equal to 0.75 for impact rated penetration.

Select **ONE** of the following: *(compliance with the Florida Building Codes, 7<sup>th</sup> Edition, tables R301.2(2) and R301.2(3))*

- Complying with Lee County's Master for Exposure D only calculations, WINDMSTR01 9 Bldgs. <=60' ht.)
- Providing Individual Engineering (**Structures over 60 feet require signed and sealed engineering.**)
- Providing Individual Calculations.

**TURTLE GLASS:** Comply with the Town's Sea Turtle Conservation Ordinance. All glass windows, walls, railings, and doors on the seaward and shore-perpendicular sides included in any new construction, alteration, or window replacement shall utilize glass with an **inside to outside light transmittance value of 45 percent or less.**

An electronic set of plans consisting of the following in PDF format must be included with the application:

- 1. Floor Plans:** Must indicate all openings which will be affected by shutter/window/door installation and the expected means of escape (egress). The affected openings must be numbered in accordance with this application and/or the shutter worksheet.
- 2. Engineering:** If the product does not have an active FL# or NOA # it must be submitted with an electronic set of engineering details showing compliance with the Florida Building Code, 7<sup>th</sup> Edition (2020) . **Structures over 60 feet require signed and sealed engineering.**



## SHUTTER, WINDOW or DOOR APPLICATION

### Regulations and Information

1. The Town of Fort Myers Beach Building Services is regulated by the Florida Building Code 7<sup>th</sup> Edition (2020). For more information about the code or to purchase the code, visit [www.floridabuilding.org](http://www.floridabuilding.org)
2. To be an owner builder you must maintain the home as your primary residence for a minimum of one year after CO. You must be present for the permitting process, the construction process, the inspection process, and at CO.
  - a. Properties in a Trust or LLC cannot submit owner builder permits.
  - b. Condo units must hire licensed contractors for any work being done.
3. Any exterior work such as windows/ Doors/ shutters, will be required to submit a copy of the association approval to the Building Department prior to issuance of the permit.
4. If the window/door replacement is not size for size, please submit an INTERIOR REMODEL APPLICATION if its Single family/Duplex or a COMMERCIAL BUILDING APPLICATION if it's a commercial unit.
5. It is the contractor's responsibility to contact the Building Department when all final inspections are complete and obtain a Certificate of Occupancy or a Certificate of Completion.
6. Prior to the issuance of a certificate of occupancy (CO) or a certificate of completion (CC), the exterior and interior lighting of new development shall be inspected after dark by the town, with all exterior and interior lighting turned on, to determine compliance with the approved lighting plan and this article. In addition, **all manufacturer specification stickers shall remain affixed to all glass windows, walls, railings, and doors on the seaward and shore-perpendicular sides of any new construction to determine compliance with the approved window and door specifications and plan.**



This page is required for ALL Building Permit Applications

ACKNOWLEDGEMENT OF TOWN OF FORT MYERS BEACH REGULATIONS BY THE QUALIFIER

NOTICE OF ADDITIONAL RESTRICTIONS: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that maybe found in the public records of this County, and there may be additional permits required from other governmental entities such as the Water Management District, State agencies, or Federal agencies.

WARNING OF WORK IN THE COUNTY RIGHT-OF-WAYS: This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right of way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit for that purpose must be obtained from the Building Department.

INSPECTIONS: This permit is void if the first inspection is not made within six (6) months from the date issued or if no inspection has been made for a period of six (6) months from the most recently passed inspection. The permit is void if the zoning classification is violated. Applicant agrees to comply with the sanitary regulations and understands that the proposed structure may not be used or occupied until an approved certificate of occupancy is issued. Applicant further understands that failure to obtain permit or misrepresentation of the improvements is a misdemeanor and upon conviction, applicant can be punished as provided by the law. Failure to comply with the mechanics lien law can result in the property owner paying twice for improvements

NOTICE OF CLEARING RESTRICTIONS: Issuance of a Demolition Permit for a structure does not authorize removal of vegetation beyond the footprint of the structure. A Demo Permit is not a clearing permit.

WORK IN THE SPECIAL FLOOD HAZARD AREA: Be advised that Substantial Damage/Substantial Improvement requirements will apply to structures located in the Special Flood Hazard Area with Finished Floor Elevations below the Base Flood Elevation.

CERTIFICATION: Application is hereby made to obtain a permit to do the work and installations as indicated. I, THE QUALIFIER, certify that I have not performed any work or installation prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The permit application or approved permit expires if work is not commenced within 180 days from the date of issuance. I, THE QUALIFIER understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit application, I, THE QUALIFIER, agree that I have been retained by the property owner to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Building Plan Review and Inspection Division should I no longer be THE QUALIFIER responsible for providing said contracting services. I, THE QUALIFIER, agree that I understand the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances.

NOTICE OF COMMENCEMENT INFORMATION Per Florida Statutes 713.135 a Notice of Commencement (NOC) is required for construction of improvements totaling more than \$2,500, with certain exceptions. For A/C Repairs or Replacements a notice of commencement is required for improvements more than or equal to \$7,500. The applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded NOC or a notarized statement that the NOC has been filed for recording, along with a copy thereof. In order to comply with the state requirement, permits will be placed in inspection hold until proof of the NOC is filed with the building permitting and inspection department. The issuing authority shall not perform or approve subsequent inspections until the applicant files by mail, facsimile, hand delivery, email or any other means such as certified copy with the issuing authority.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Job Street Address: \_\_\_\_\_

I, \_\_\_\_\_ (Qualifier), hereby certify that all answers to the questions in this registration and any supplementary information attached to and made part of this registration is honest and true.

\_\_\_\_\_  
Typed or printed name of Qualifier

\_\_\_\_\_  
Signature of Qualifier

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_\_ physical presence OR \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

(SEAL)



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Job Street Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or printed name of Property Owner

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_\_ physical presence  
OR \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_,  
\_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

(SEAL)

If An Owner Agent is Being Named, Please complete below

I, \_\_\_\_\_ (Property Owner), hereby certify that  
\_\_\_\_\_ is my authorized AUTHORIZED AGENT/representative of the property  
described herein. All answers to the questions in this registration and any supplementary information attached  
to and made part of this registration is honest and true.