



WINDOW AND DOOR REPLACEMENT

1. Complete a Building Permit application. Under Project Information check other and then note in Scope of Work, either replace exterior door(s) or replace windows.
2. Provide a floor plan showing where the door(s)/windows to be replaced are located.
3. Note on the floor plan if the door(s) or windows you are replacing are the same size as the existing door(s) or windows. If the replacements are of a different size then note the new size on the floor plan.
4. Complete a Product Approval form for the new door(s) and/or windows and print out and attach the installation specifications for each.
5. All Contractors must be registered with the City of Groveland, if not, have the Contractor complete a Contractor Registration Form and submit with permit application.
6. If the cost of the project is over \$2,500 then complete and file a Notice of Commencement (NOC) and submit a certified copy of the NOC with the permit application.
7. You may email or bring your permit application to the Building Department. If you are emailing the permit you must also attach the necessary forms.
8. Once your permit is approved you will be notified and will need to come to the Building Department to pay for and receive your permit.
9. Your permit card and accompanying paperwork, including NOC and installation specifications, must be posted on site the day of the inspection. The permit card has the email address to schedule your inspections.
10. If you have questions please contact the Permitting Department by email: permitting@groveland-fl.gov or by phone at 352-429-2141