



CITY OF WINTERGARDEN
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NEW - Door and Window Replacement Procedures

This procedure may ONLY be used when there are no size changes, additions or in-fills, which will require sealed engineering. This sheet is required to be on site all the time, and will be collected and returned to the office at the Final inspection.

We have instituted a NEW procedure to verify the installation of replacement windows and doors that will be more convenient to home owners and contractors and guarantee that all installations meet building and energy code requirements. This new system will stop the need for in-progress inspections or two separate inspections that would normally be required to assure proper installation.

1. The contractor will fill in the product approval numbers for each product in the spaces provided below. A copy of the Florida Product Approval Installation Instructions are to remain on site for reference by the homeowner, contractor, installers and inspectors.
2. This form and detailed photographs are to be used in lieu of the interior framing inspection that would be made to verify the door/window fasteners sizes, spacing, locations, proper sized bucks, mullion bars, additional clips, and insulation and correct gap size to meet the Florida Product Approval Installation Instruction. Photographs are to be taken from the exterior and interior of each window/door opening prior to any trim or screw caps installed, and insulation installed. This will be used to verify proper installation and energy code compliance. After photographs are taken, the trim will be installed and all gaps will be sealed. All this will be checked at the final inspection. **This signed form and individual pictures of each window/door without the trim installed will be returned to our office and kept as part of the public record.**
3. The contractor and home owner will sign this verification form allowing the job to be done with ONLY a final inspection, which should greatly reduce the time required for job completion and inspections.

NOTE: Missing or poor quality photographs will be resulted as a failed inspection, requiring the contractor to remove ALL interior and exterior trim for a required frame inspection. A separate final inspection will also be required after the frame inspection is passed.

Florida Product Approval Information

Product type _____	Florida Product Approval number _____
Product type _____	Florida Product Approval number _____
Product type _____	Florida Product Approval number _____
Product type _____	Florida Product Approval number _____
Product type _____	Florida Product Approval number _____

PERMIT NUMBER: _____ ADDRESS: _____

I, (Print Name) _____, LICENSED AS A GENERAL, BUILDING, RESIDENTIAL Contractor, have verified the installation of the listed products meet manufacture's requirements and comply with the Florida Building Code 5th Existing Building and Energy Code requirements, based upon my personal on-site inspection/examination.

SIGNATURE: _____ DATE: _____

I, (Print Name) _____ (Homeowner), verify that the attached photographs provided by the contractor are of this job to show compliance to the manufacture's installation requirements.

SIGNATURE: _____ DATE: _____