



## Town of Howey in the Hills

### Permit Checklist

#### Doors and Windows Permit

1. COMPLETED PERMIT APPLICATION
2. COPIES OF LICENSE AND INSURANCE
3. NOTICE OF COMMENCEMENT FOR JOBS VALUED AT OVER \$2,500
4. PROPERTY RECORDS CARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION.
5. PRODUCT APPROVAL WORKSHEET.
6. FLOOR PLAN SHOWING THE LOCATION OF THE NEW INSTALLATIONS.

UPLOAD ALL APPLICATION PACKAGES TO THIS ADDRESS: <https://www.alpha-inspections.net/upload-plans.html>

REQUEST INSPECTIONS AT THIS ADDRESS: <https://www.alpha-inspections.net/inspections.html>

To Schedule An Inspection Email:  
 inspectionrequest@alpha-inspections.net



**HOWEY-IN-THE-HILLS  
 PERMIT APPLICATION**

Permit Number

Alternate Key Number	Parcel Number	Project Address	
		Project Description	
Owner's Name	Mailing Address	City, State, Zip	Telephone

Email Address:

Fee Simple Titleholder's Name	Mailing Address	City, State, Zip	Telephone

General Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Construction Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Electrical Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Plumbing Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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HVAC Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Roofing Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Gas Contractor	Mailing Address	City, State, Zip	Telephone

Email Address:		State License Number:	
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Legal Description

Bonding Company

Bonding Company Address

Architect's Name

Architect's Address

Project Information		Job Name:				
		Subdivision Name	Lot No.	Phase		
Zone	Lot Area					
		Setbacks (ft)	Front	Rear	Side	Corner

Project (check one)		Area	Electrical	Hvac	Water (check one)	
New		Living	Service Size	Type	Municipal	
Alteration		Garage			Well	
Addition		Porch(s)		Efficiency	Plumbing (check one)	
Repair		Other		Airhandler	Sewer	
Other		Total		Condenser	Septic	

Attached  
Detached

Job Value

7th Edition Florida Building Code

Signature of Applicant

Date

**WARNING TO OWNER:** Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the Town of Howey in the Hills determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with Town setbacks and other land use requirements. Permits expire 6 months after issuance.

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has produced \_\_\_\_\_ as identification and who did \_\_\_\_ or did not \_\_\_\_ take an oath.

(Seal)  
Notary Public

# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ [www.floridabuilding.org](http://www.floridabuilding.org)

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. EXTERIOR DOORS</b>			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
<b>2. WINDOWS</b>			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
<b>3. PANEL WALL</b>			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
<b>4. ROOFING PRODUCTS</b>			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
<b>5. STRUCT COMPONENTS</b>			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
<b>6. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
A.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

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 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

