The following documents are required for a Window/Doors Permit

**One Copy:**
Building Permit Application  
Signed & Notarized  
Written Contract or Cost Estimate  
Include Name, Number, Address, Materials Price, Labor Price, Total, Signature  
Owner/Builder Affidavit *(Homeowner permits only)*  
Signed & Notarized  
Homeowner’s Association Approval Letter *(IF applicable)*  
Must be signed & notarized  
Building Permit Application, Owner/Builder Affidavit can be found on our website www.NLauderdale.org

**Two Copies:**
Notice of Commencement must be submitted before permit can be issued *(If job value is $2500 or more)*  
Notarized & Recorded at 1 N University Drive  
Labeled Sketch of Property  
Label sketch numerically and include size of opening  
Sketch of Property can be found and printed on www.BCPA.net  
Window Packet  
Highlight Windows / Door information on Wind Load Chart  
Fill out Window / Door schedule to Correspond to Labeled Sketch of Property  
NOA’s for the windows/doors being used  
Can get from Lowes, Home Depot, wherever products were purchased  
NOA number on sticker of door or window must match the unexpired NOA packet  
Window Packet can be found on our website www.NLauderdale.org

There is a processing fee of $106 plus a plan review fee based on job value.

Other agency approvals may be required

a. DPEP  
b. Engineer’s Letter  
c. Easement Agreement  
d. Any Other Required Agencies