



# ORANGE CITY

*The Heart of Southwest Volusia*

## WINDOWS/DOORS PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Completed building permit application (property owner must sign application or signed contract).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (if applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (building and/or specialty contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed by the property owner (if leased property).
- Two (2) copies of product approval for installation of windows and opening protection from supplier and/or manufacturer. One (1) copy can be substituted with a completed Orange City Product Approval Form.
- Two (2) copies of replacement window/door location floor plan.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid.

**“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”**

Note: Should you have questions or require any additional information, please contact the Building Division at (386) 775-5423. Additional documents maybe required upon request by the Building Division.