



WINDOW / DOOR PERMITS

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Do I need a permit to replace a window or door?

If you are replacing a window, exterior door, or garage door, a permit is needed. A Window/Door permit is for the replacement of size-for-size windows and doors only. If you will be increasing or decreasing the size of the window or door, changing a window into an exterior door or sliding glass door, or closing in or eliminating a window or door, then a Residential Remodel/Alteration permit would be needed instead.

Who can apply for a Window / Door permit?

A general or building contractor can apply for the permit. If you are a homeowner and will be doing the work yourself, you can apply for the permit, however, there are certain criteria you must meet in order to do so. Please see our [Owner Builder Packet](#) for requirement details.

How do I apply for a permit?

Window/Door permits should be applied for online using the [iMS](#) permitting system. For further information on using the iMS system, please click [here](#), or go to the following: <https://www.lakelandgov.net/departments/community-economic-development/building-inspection/ims>.

What information/documents do I need to submit with my permit application?

Please see the checklist of documents below. An explanation of each document type is also provided.

Florida Product Approval Numbers	The Florida Product Approval Numbers are needed for exterior construction materials (roofing, windows, doors, etc). The Florida Product Approval Numbers and installation sheets must be submitted for review. To obtain Florida Product Approval Numbers and the corresponding installation sheets, please visit www.floridabuilding.org .
Site Plan	A drawing of the outline of the structure and indicate which windows and/or doors are being replaced. This assists the inspector when identifying the area of construction.
Owner-Builder Statement/Affidavit (Applicable to Qualified Owner-Builders Only)	An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations

	imposed upon you by Florida Statute 489 in order to be exempt from professional licensure requirements as an Owner/Builder. The form can be found here: Owner-Builder Packet
Notice of Commencement (NOC)	The State of Florida requires a Notice of Commencement form to be submitted for all projects with a job value over \$5000. The completed NOC should be taken to the Polk County Clerk of Courts to be recorded. Once recorded, the NOC must be submitted to the Building Inspection Division prior to your first inspection.