

	<p style="text-align: center;">Charlotte County Community Development Department Building Construction Services Building 18400 Murdock Circle Port Charlotte FL 33948-1074 Phone: 941.743.1201 Fax: 941.743.4907 Zoning: 941.743.1964 Toll Free from Englewood: 941.697.2919 E-mail: BuildingSvcs@CharlotteFL.com www.CharlotteCountyFL.gov <i>"To exceed expectations in the delivery of public services"</i></p>	<p style="text-align: right;">Prepared 11/13/14</p>
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Top Residential Door, Window & Shutter Permit Application Mistakes

#	Mistake	Solution
[] 1.	Description of Work is incomplete or vague (e.g. replace windows & doors).	E.g.: Replace eight (8) windows, one (1) entry door & two (2) sets of sliding glass doors. Glazed openings will be impact.
[] 2.	Wind Speed/Zone not indicated or incorrect on application form.	Choose either 150 or 160 mph Wind Speed/Zone for homes & is based upon the county GIS system. Homes in Charlotte County are designated Risk Category 2. See Note 1 on page 2.
[] 3.	Exposure Category not indicated or incorrect on application form.	Choose category "C" unless the home is located within 600 feet of a major body of water (i.e. Peace River, Charlotte Harbor, Gulf of Mexico, Myakka River, etc.) then must choose category "D."
[] 4.	Mean Roof Height not indicated on application form.	Choose 15 feet if single floor/slab at grade. Choose 30 feet if two-story or elevated foundation. More specific design loads can be achieved using Tables R301.2 (2) & R301.2 (3). Results using wind load software may also be substituted.
[] 5.	Floor Plan lacking sufficient information.	<ul style="list-style-type: none"> a. Label each opening size (e.g. 36" x 63"). b. Label each room by type (e.g. bedroom, bathroom, living room, etc.). This is used to clarify required emergency escape/rescue openings & house egress openings. c. Label each window or door by type & swing (e.g. single hung, casement, inswing or outswing door, etc.).
[] 6.	Insufficient Copies of application submitted.	Submit one (1) original with "wet" signatures & one (1) copy of the application form. Submit two (2) copies of associated drawing(s).
[] 7.	Product Approval #'s not provided nor indicated.	Indicate product approval numbers for each door, window or shutter on the floor plan. See Note 2 on page 2 , for State of Florida FL#'s. See Note 3 on page 2 , for Miami-Dade County NOA#'s.
[] 8.	Incorrect Product Approval used for swing doors .	Water infiltration is part of the design pressure requirement. Doors not tested for water infiltration can only be used in non-habitable space or locations where the overhang condition is equal to or greater than the height of the door.

[] 9.	Windborne Debris Protection Exemption misapplied or incorrect (see Florida Existing Building Code 606.4 (1)).	<ol style="list-style-type: none"> 1. Provide correct Information in the “boxes” provided on Page 3 of the application to justify the “25% Rule Exemption.” 2. Documentation on the floor plan or calculations missing to support the exemption request.
[] 10.	Ineligible for the Windborne Debris Protection Exemption.	<ol style="list-style-type: none"> 1. Exemption does not apply to residential dwellings permitted under the Florida Building Code (FBC). The effective date of the 2001 FBC was 03/01/02. In Charlotte County, permit numbers 2002030000 forward identify permits subject to the FBC. 2. Exemption does not apply to commercial structures.
[] 11.	Shutters indicated as “Existing” on the application without documentation of permit for the existing shutters.	Provide permit number(s) that cover the installation of existing shutters or add to proposed permit or apply for a separate permit.
[] 12.	Year of Construction of the dwelling not indicated on the application.	<p>See Note 4 on Page 2 to find Year Built.</p> <ol style="list-style-type: none"> 1. This is used to determine minimum emergency escape opening requirements. 2. This is used to determine if exemption from windborne debris protection is valid.

Notes:

1. **Wind Zone Determination** - go here: <http://www.charlottecountyfl.gov/services/gis/Pages/default.aspx> for the county’s GIS site. Select “Enter Mapping Site” in the center of the page. Agree to the “Disclaimer Terms” by selecting “OK.” In the lower left portion of the page are search options. Choose your option (e.g. by address). A window will pop up in the lower right corner to add the search data. Select the “Submit” button. A window will pop up & the property account number will be displayed. Click on the account number & a map will be displayed. Click on the blue “I” icon in the far left column below the county seal & then click on the red highlighted property. A blue pop up window called “Identify Results” will be displayed in the lower right hand corner of the page. Scroll down to the Risk Categories & choose the Wind Speed listed for Risk Category 2 (homes) for the property.
2. **Florida Product Approvals** - go here: https://floridabuilding.org/pr/pr_app_srch.aspx to search the Florida Building Commission’s Product Approval (FL #’s) web site.
3. **Miami-Dade County Product Approvals** - go here: http://www.miamidade.gov/building/pc-search_app.asp to search the Miami-Dade County Product Approval (NOA #’s) web site.
4. **Year of Construction** – go here: http://www.ccappraiser.com/rp_real_search.asp? For the Charlotte County Property Appraiser’s web site. On the left side of the page are search options. Choose your option (e.g. by address) and click on the “Run Search” button. In the parcel ID column on the left side of the screen, click on the parcel. Scroll down to “Building Information” table & look for the column labeled “Year Built.”