

Residential Remodel Building Permit Requirements

Window and Door Replacement

Important notes about building permit request submissions

- All permit applications must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Please include the following:
 1. List the site address on all documents and plans.
 2. Include the owner's name on all documents.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

General guidelines

- The following information is meant to be of help when submitting and going through an inspection for window and door replacements.
- Although most installation instances are covered, it is not possible to anticipate all individual site variations, and therefore additional plan review or inspection comments may apply beyond what is included in the information below.

Required documents

Attach the following to the online application:

1. Total labor and material valuation.
2. The property owner(s) and [contractor\(s\) full contact information](#).
3. The completed checklist "[Residential Remodel - Window Door Replacement – questionnaire](#)".

Important additional requirements for a successful inspection

For successful inspections to occur, please note the following:

1. The address must be posted.
2. The permit card, approved plans and any previous correction notices must be available.
3. Access (including ladders if applicable) must be provided to the inspection area.
4. Someone at least 18 years of age must be present for access inside the structure.
5. Permission must be provided prior to inspector entering a fenced yard.
6. Download, print and have the following documents ready for the inspector from the [Customer Access](#) portal:
 - a. A color copy of all final stamped permit documents (i.e., all the ones reviewed and approved – these documents are to be found in the Customer Access portal and will have the file name marked as “FINAL”).
 - b. A copy of the review comments.