



**CITY OF BOYNTON BEACH  
BUILDING DEPARTMENT**  
100 EAST OCEAN AVE BOYNTON BEACH FL 33435  
(561)742-6000

**MEMORANDUM NO. 18-002**  
**Retrofit of Windows, Doors,**  
**Existing Building, Alteration Level I**

**Retrofit of Windows, Doors,**

1. All Window, Sliding Glass Door and Door Inspections are required to have inspections performed prior to the concealment of the attachments.

**Exception:** Window or door buck, and mull bar inspections shall have a Licensed Contractor, Registered Architect, or Professional Engineer provide a Window and Door buck and Mull Tube Installation Affidavit at Final Inspection.

- **110.1.3 Affidavit for inspection.** With specific prior approval of, and in a format acceptable to the building official, an affidavit for certification of inspection may be accepted from the permit qualifier; when accompanied by extensive photographic evidence of sufficient detail to demonstrate code compliance. The photographic evidence shall be comprehensive in the display of the installation and/or construction and job location identifiers. The affidavit and accompanying photographs shall be provided to the inspector onsite, at the next scheduled inspection. If the photographs are found to be insufficient by the building official to demonstrate compliance with this code and/or the permitted document, or clearly display location identifiers, or are missing, the inspector shall require the contractor to obtain the services of a Registered Florida Professional Engineer to inspect and certify the installation and/or construction.

2. A Florida Professional Engineer or Architect may modify the buck or fasteners as specified in a Notice of Acceptance. Such modification must be documented with a signed and sealed letter or drawing.

**Note: 1013.8 Window sills.** In Occupancy Groups R-2 and R-3, one- and two-family and multiple-family dwellings, **where the opening of the sill portion of an operable window is located more than 72 inches (1829 mm) above the finished grade or other surface below**, the lowest part of the clear opening of the window shall be at a height not less than 36 inches (915 mm) above the finished floor surface of the room in which the window is located. Operable sections of windows shall not permit openings that allow passage of a 4-inch-diameter (102 mm) sphere where such openings are located within 36 inches (915 mm) of the finished floor.

If you have any questions or need any further information please contact me in the Building Division at 561.742.6350. Thank you.

Retrofit Window\_Door Affidavit\_18-002



February 13, 2018

INSTALLATION AFFIDAVIT  
WINDOW & DOOR (replacement)

To: City of Boynton Beach, Florida  
Department of Development - Building Division  
Field Inspection Section  
100 East Boynton Beach Blvd., PO Box 310  
Boynton Beach, FL 33425-0310

Re: Permit No. \_\_\_\_\_

From: \_\_\_\_\_ (Contractor)

\_\_\_\_\_ (Contractor's Address)

\_\_\_\_\_ (Owner/s Name)

\_\_\_\_\_ (Property Address)

CERTIFICATION SELECTION: (Please check all that apply)

- Certification of Window Buck and Door Buck Installation  
 Certification of Mull Tube Installation  
 Other \_\_\_\_\_ (glass block, etc)

I, \_\_\_\_\_, am a licensed contractor  
(license No. \_\_\_\_\_) and do hereby certify that all work (as indicated above)  
has been performed and installed at the above address in accordance with the Florida Building  
Code, Existing Building, as amended, and Manufacturer's Installation Instructions/NOA/ Product  
Approvals submitted.

\_\_\_\_\_  
Signature of Qualifier

\_\_\_\_\_  
Date

STATE OF FLORIDA, COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date) by  
\_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ (type of identification) as identification and who did (did not)  
take an oath. \_\_\_\_\_ (SEAL)

Signature of person taking acknowledgement \_\_\_\_\_

Name of officer taking acknowledgement--typed, printed or stamped \_\_\_\_\_

Title or rank \_\_\_\_\_ Serial number \_\_\_\_\_