

City of Cape Canaveral Window, Door, & Shutter permit picture documentation in lieu of on-site final inspection

The following inspection method is being made available for permit holders during the COVID-19 Emergency while normal on-site inspections are not possible.

The procedure to be used for this method is as follows:

1. A completed *Window, Door, and Shutter Installation Inspection Affidavit*, available on the City's website, must be submitted on-line as an attachment to the issued permit. Note: The affidavit can be completed at the time of applying for a permit or at a later date.
2. The permit holder will complete the installation as per the permitted scope of work.
3. The permit holder will document the installation with electronic pictures as described below.
4. Copies of the pictures will be emailed to the Building Division and identified by the address and permit number. The City email address is:
buildingforms@cityofcapecanaveral.org
5. The permit holder will schedule a final inspection through the BSA system. The permit holder will list a comment with the inspection request indicating that electronic pictures have been sent to our office and the date that the pictures were emailed.
6. On the day of the scheduled inspection, City staff will review the permit, including the affidavit, and submitted pictures. Using this combined information, City staff will determine if the installation complies with the Florida Building Code.
7. After receiving an approved final inspection, the permit will be closed out in the City of Cape Canaveral BSA permit system.

No on-site inspection is conducted by City staff and lessens the spread of the Coronavirus.

Pictures of the windows, doors, & shutters in the scope of this permit are to include:

1. Picture of the issued permit for the installation.
2. Overview picture of each individual window, door, & shutter installed under the scope of this permit. Note: Each overview picture must have all of the manufacturer's identifying labels in place.
3. One complete set of readable close up pictures of all identifying labels for each different type of window, door, or shutter. The picture(s) must clearly show the Florida Product number that matches that information on the permit application documents.

Note: Maintain one complete set of the manufacturer's identifying labels for each type of window, door, or shutter with your permit records should verification be needed. All of the identifying labels may be removed on the day that the on-site documentation was compiled

Note: A single picture that clearly demonstrates the focus of more than one of the individual pictures listed above may be submitted.

6/5/20