

Window and Door Inspection Procedure Form

Homeowner/Representative and Contractor/Installer shall be present for inspection.

- Permit card, construction drawings and product approvals shall be available at job site. All documents shall be legible, printed on one side only, organized and stapled.
- Interior openings shall be clear and accessible to the inspector.
- Structural attachments and Final inspections will be performed together.
- During attachment inspection all openings shall be installed. No covers, trim, casings, interior caulking/finish allowed during inspection (shims and shim spacing to be verified). Exterior caulking allowed so as to keep opening watertight.
- Where photos are allowed by inspector after structural inspection, they shall be printed copies and labeled by opening number to match the Window & Door Permit Schedule form. Photos on a phone or other devices will not be accepted.
- It is the permit holder's responsibility to have any required tools, ladders or any other item that may be needed to perform the inspections.
- Job site conditions must be cleaned and clear of all debris.

Thank you for your cooperation.

Permit Holder's Name

Permit Holder's Signature