



# City of Mascotte

## CHECKLIST FOR THE FOLLOWING:

WINDOWS, FRONT DOOR, BACK DOOR, SLIDING DOOR, GARAGE DOOR

1. COMPLETED PERMIT APPLICATION- 2 PAGES
2. PRODUCT APPROVAL WORKSHEET
3. PROPERTY RECORD CARDS SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION- LOCATED ON THE PROPERTY APPRAISER WEBSITE
4. FLOOR PLAN SHOWING THE LOCATION OF THE NEW INSTALLATIONS
5. HOA APPROVAL IF LOCATED IN AN HOA
6. NOTICE OF COMMENCEMENT FOR JOBS VALUED AT OVER \$5,000

**\*\*Please visit the portal to obtain the following documents if needed:**

Product Approval Worksheet, Permit Application Notification for HOA, Notice of Commencement, & Owner/Builder Affidavit.

*THESE DOCUMENTS ARE REQUIRED TO BE UPLOADED TO THE ONLINE PORTAL*

<https://portal.iworq.net/MASCOTTEFL/new-permit/600/5611FINAL>

INSPECTIONS CAN BE SCHEDULED THROUGH THE ONLINE PORTAL