



**City of Fellsmere**  
22 S. Orange Street  
Fellsmere, FL 32948  
(772) 571-9077 Phone  
(772) 646-6355 Fax

## **AFFIDAVIT FOR WINDOW/DOOR BUCKS FOR EXISTING BUILDINGS**

SUBMIT FORM & PHOTOS TO  
[permits@cityoffellsmere.com](mailto:permits@cityoffellsmere.com)

Submit form to [permits@cityoffellsmere.org](mailto:permits@cityoffellsmere.org)

Permit # \_\_\_\_\_

This affidavit may **only** be used for window and door installation on **existing buildings**. This affidavit and the necessary photos must be submitted to the Building Department prior to scheduling the inspection.

Check the following that apply:

- Existing bucks extend beyond the face of the window and door frame and are anchored per traditional construction methods. All installations must comply with F.S. 553.842 (Product Approval) and FBC. All undersized, damaged and/or rotten wood or bucks must be replaced.
- New bucks extend beyond the face of the window and door frame and are anchored per traditional construction methods. All installations must comply with F.S. 553.842 (Product Approval) and FBC.
- Wood Frame with no bucks or exact rough opening masonry/concrete/steel with no bucks.

Notes:

- There are many windows and doors that have hidden/covered fasteners and connections. The process outlined herein is not an indication that fasteners are unimportant; instead it acknowledges that there are occasions where the installation needs to progress and that there may be *some* fasteners that are hidden as part of the installation prior to the inspection.
- Keep those fasteners that can remain exposed visible until the window attachments have been inspected and approved. Do not install anchor holes snap covers. Provide clear photos of fasteners that cannot remain exposed until the inspection. See "Photographs" for more details.
- Mullion attachment must be inspected or detailed photographs are required.

Photographs:

- Photos are only acceptable for fasteners that must be covered; all other fasteners must remain exposed and fastener covers left off until after approval upon final inspection.
- Photos for hidden fasteners and connectors must comply with the following:
  - Photos must clearly identify the structure where the windows/doors are installed and have numbered opening(s) matching the floor plan or window schedule; and,
  - Clear photos of the hidden fasteners and connections must include the fastener size and length, fastener starting to be installed and the fastener fully installed.
  - Photo of the permit number enlarged shown on a piece of paper, cardboard, etc. located in the photo near the installation (installation in the background) in order to tie the photo with the specific project.
  - Photos must indicate everything that is needed for the inspector to review and determine compliance in order to approve the final inspection.
  - Photos must be submitted to [permits@cityoffellsmere.org](mailto:permits@cityoffellsmere.org)
  - If photos are not clear and/or cover what is needed for the inspector to determine compliance the inspection will be failed with comments on what is needed.

During the inspection:

- It is helpful for an example of the fastener used to be available on-site for the inspection.

- The covers and caps that can be left off/removed for inspection must be left off for inspection and installed after the inspection. The inspector will not remove covers/caps!

Building Permit Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property owner name: \_\_\_\_\_

Contractor: \_\_\_\_\_

The owner's signature may be a copy/scan, BUT the contractor's signature must be "live". No final inspection will be scheduled until this affidavit and accompanying photos are on file with the Building Department.

**Property Owner**

I, \_\_\_\_\_ (property owner), am the property owner of the property at the above address and acknowledge that I am aware and accept that the above contractor will submit this affidavit with photographs in compliance with the above description regarding the above permit.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**Contractor**

I, \_\_\_\_\_, (contractor) am a contractor duly licensed by the State of Florida and hereby certify that the window and door bucks under the above permit are in accordance with the regulations required by the Florida Building Code and any Manufacturer's Specifications as may be applicable, and that all buck and buck fasteners as well as any required flashing applied are compliant, and that the photos provided in connection with this affidavit are a true and accurate record of the work that was completed.

I hereby acknowledge that the statements herein contained are true and correct.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

State of Florida  
County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence  
or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
by \_\_\_\_\_, who is \_\_\_\_\_ personally known to me OR  
produced identification: \_\_\_\_\_

NOTARY SEAL:

\_\_\_\_\_  
Notary Signature