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Shutters Checklist

WHEN DO I NEED A PERMIT?

The installation, or replacement of shutters, whether Commercial or Residential, requires a Building Permit be issued.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

Submit a completed [Broward County Uniform Permit Application](#) (Building checked) from a licensed Structural contractor or owner-builder.

Submit an [owner-builder affidavit](#), should the applicant utilize Florida Statute 489.103 Exemptions and assume responsibilities of contractor. (Owner/Builder not applicable for Commercial properties or condominiums).

If located in the Historic District, it must be disclosed.

Submit current [Miami/Dade Notice of Acceptance](#) or [Florida Product Approvals for the product\(s\)](#) being used and installed with all elements identified via circle or cloud.

Submit a plan showing the location, size and type of product.

Submit **association approval letter** for the scope of work performed and/or [Affidavit of Awareness of Homeowners' Association regulations](#). If applicable, for Condominiums and HOA's only.

Submit the [Broward County Retrofit Window & Door Schedule](#) (Effective July 1,2020)

If Building mean roof height exceeds 30 feet, site specific design wind loads for components and cladding, signed, sealed and dated by a Design Professional are necessary. For Buildings under 30 feet, the [Broward County Fenestration Voluntary Wind Load Chart](#) may be used instead.

Notice of Commencement : A recorded NOC is required to be submitted when the contract price is greater than \$2,500.00. A pending noc submittal will not hold the permit issuance, but it will hold the first inspection scheduling.

Please note: This checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.

I certify to the best of my knowledge that all applicable documents have been submitted.

Print Name

Email Address

Date

Each project is unique, so additional items may be required depending on the scope of work being performed. 1 | 1