



Building Department CHECKLIST FOR OPENING PROTECTION/SHUTTER PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Description of work (include location)
- Manufactured by
- Number of openings to shutter
- Type of shutter
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Layout plan
- Florida Product approval with installation instructions
- Electrical sub-contractor permit application, if installing motorized shutters.
- Original Plans signed and sealed by a Florida licensed Architect/Engineer for any structural alteration.
- If altering the structure to install, please refer to the Structural Opening permit checklist
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.