



## BUILDING DIVISION

### SHUTTER CHECKLIST

PHONE: 954.797.2066 • FAX: 954.797.1086 • WWW.DAVIE-FL.GOV

#### **Required Forms:**

- [Building Permit Application](#)
- Signed and Notarized [Addendum Form](#) by Contractor and Owner.
- A Notice of Commencement must be recorded if the job exceeds \$2,500.
- If permit submitted as an Owner Builder provide [Owner Builder Disclosure Statement](#).
- Copy of contract if job value is greater than \$5,000.
- If the contractor has a Workers' Compensation Exemption, a [Workers Compensation Exempt Letter](#) is required.
- Copy of Property Search/Ownership from the Broward County Property Appraisers Office [WWW.BCPA.NET](http://WWW.BCPA.NET).

#### **Permit Review Stops:**

- Structural

#### **Minimum Plan Submittal:**

- Two (2) sets of Drawings of the footprint of the structure showing numbered locations of openings. Include length, width, and mean roof height of structure.
- Two (2) sets of NOA'S (product approvals) obtained from point of purchase.
- Two (2) [Shutter Installation](#) forms.
- Two (2) [Broward County Wind Load Chart](#) or sealed wind chart for commercial buildings.

#### **Submittal Fees:**

**Residential/Commercial:** 0.75% of construction value or minimum fee of \$25.00.