



## BUILDING DIVISION

### SHUTTER CHECKLIST

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8800 SW 36th STREET, DAVIE, FLORIDA 33328  
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#### **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](#).
- To avoid any delays in the permitting process, it is recommended to include a signed contract as proof of job value when over \$5000.
- If the contractor has a Workers' Compensation Exemption, a [Workers' Compensation Exemption 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:**

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