



Hurricane Shutters Permit Application Checklist

BUILDING DEPARTMENT

Revision Date: 2/29/2024

Form I.D. Number: 050.0

Required Permit Applications

- ☐ [Building Permit Application](#) (Broward County Link)

Permit Review Stops (Your application will be reviewed by the following disciplines)

- ☐ Structural

Minimum Plan Submittal (Electronic Submittals Only Require 1 Set of Documents)

- ☐ Job value must be listed on permit application (Itemized cost breakdown may be required)
- ☐ Two (2) sets of site plans (or sketch/drawing) showing location of all shutters.
- ☐ Two (2) sets Product Approvals.
- ☐ [Retrofit of Windows & Doors \(Wind Load Pressures\) Submittal Packet](#) or signed & sealed calculations by a Florida licensed Engineer **with** the [Broward County Uniform Retrofit Window & Door Schedule](#).

Other Requirements & Information

- ☐ [Contractor Registration Requirements](#) (if Contractor not registered with City)
- ☐ [Owner/Builder Affidavit Packet](#) (if Owner/Builder)
- ☐ [Notice of Commencement](#) (if job value over \$5,000, required before 1st inspection) (Broward County Link)

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