



CITY OF MIAMI SPRINGS

201 Westward Drive
Miami Springs, Florida 33166
Building Processing Department



SHUTTERS PERMIT REQUIREMENTS

A Permit application for shutters must be submitted, signed and notarized by the property owner and licensed contractor.

If the work is being done by owner please fill out an "owner builder" form

Please verify you have **2 copies** of the following documents for the submittal of a shutter permit:

1. ____ Schematic Layout (floor plan) of the residence and/or building showing the following:
 - Rooms and spaces labeled
 - Size and location of each panel
 - Product approval numbers of each panel
 - Wind load pressures of each opening
2. ____ Miami-Dade County approved Notice of Acceptance (N.O.A) Or state approval
 - Mark all applicable connection details
3. ____ Wind load Calculations signed and sealed by architect or engineer

Sample:

