



BUILDING DEPARTMENT

190 Malabar Road, S.W. • Suite 105 • Palm Bay, FL 32907

Phone: (321) 953-8924 • Fax: (321) 953-8925

SHUTTER REQUIREMENTS

- Completed building permit application.
- Owner/Builder affidavit form (if owner is applying as contractor).
- Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- One (1) copy of product approval for shutters and requirements for installation.
- One (1) copy of floor plan showing location of shutter installation.
- One (1) copy of electrical one-line diagram, if applicable. Electrical subcontractor shall be noted on the permit application. Subcontractor authorization shall be submitted before permit issuance.
- Copy of the recorded Notice of Commencement (if value is greater than \$2,500).

Note: Additional documents may be required upon request by the Building Official.