



THE SUNRISE CITY

FORT PIERCE
BUILDING DEPARTMENT
Florida

Building Department

CHECKLIST FOR OPENING PROTECTION/SHUTTER PERMITS

Pre-Approval required by:

Planning Department, if in Historic District or in Architectural Design Area

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#, if applicable
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Description of work
- Note the number of openings to protect
- Note the type of shutter, if applicable
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Layout plan
- Florida Product approval with installations instructions (circle installation methods)
- Electrical sub-contractor agreement, if installing motorized shutters.
- If commercial, site-specific engineering by a Florida licensed Architect/Engineer.
- Original plans signed and sealed by a Florida licensed Architect/Engineer for any structural alteration (if applicable) (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another) or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) file for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- Debris Affidavit
- Protection of glazed opening form
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with Owner Builder Affidavit.**

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.