



CITY OF HOMESTEAD DEVELOPMENT SERVICES  
100 CIVIC COURT  
HOMESTEAD, FL 33030  
TEL. 305-224-4500  
FAX. 305-224-4539

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Checklist for

## SHOP DRAWINGS

ALL DOCUMENTS MUST BE SENT  
ELECTRONICALLY TO

[permits@cityofhomestead.com](mailto:permits@cityofhomestead.com)

- A complete Permit Application – Qualifier’s signature must be notarized and select Shop Drawing as the Permit Type on the Permit Application.
- Contractor’s License and Insurance information must be current.
- Documents for deferred submittal (shop drawings) items shall be submitted to the registered design professional in responsible charge for review and approval for conformance with the design prior to be submitted to the building official.
- FBC product approval or Miami-Dade County NOA for all applicable products such as windows, doors, louvers, etc. Mark or highlight all installation methods and components applicable to this installation.
- Design wind speeds as per the Florida Building Code HVHZ requirements.
- Windows/Doors - provide a floor plan and/or elevation of the building with the location of the windows and doors. In floor plan or elevations add for each opening (door or window): egress openings, size, applicable wind load, the applicable Product Approval number, and for openings near the corner add the dimension from the corner of the building.

### REVIEW PROCESS

1. Building
2. Structural
3. Building Official