



CITY OF HOMESTEAD DEVELOPMENT SERVICES
100 CIVIC CT
HOMESTEAD, FL 33030
(305) 224-4500
FAX. (305) 224-4539

Checklist for

SHUTTERS

DEVELOPMENT SERVICES

ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO
permits@cityofhomestead.com

- Completed Permit Application – Owner’s and Contractor’s signature notarized.
- Contractor’s License and Insurance must be current.
- Folio # is required on Permit Application
- Proof of ownership if applicable.
- Owner/Builder Affidavit if applicable.
- Miami-Dade County or State of Florida Product Approval marked to indicate the components and installation methods for this permit.
- Floor plan(s) indicating location of shutters, size of openings and means of egress.
- Association Letter of Approval, if applicable (Courtesy i.e.: Villages, Keys Gate, San Remo, etc.).
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

REVIEW PROCESS

1. Building
2. Structural Engineer
3. Building Official

**PLEASE NOTE: A WINDOW/DOOR/SHUTTER AFFIDAVIT
MUST BE POSTED ON SITE AT TIME OF FINAL INSPECTION**