



North Bay Village

Administrative Offices

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141

Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.nbvillage.com

SHUTTER PERMIT **SUBMITTAL REQUIREMENTS**

- ___ 1. Complete permit application.
- ___ 2. In accordance with the Product Control Notice of Acceptance, submit **TWO (2)** copies of:
 - a. Product Control Notice of Acceptance (NOA) for each proposed shutter,
 - b. Highlight size and attachment,
 - c. A complete, dimensioned elevation drawing of the building showing the size and location, including height above grade of openings to receive shutter, mean roof height, length and width of building.
- ___ 3. For each opening shown on the elevation drawing, indicate the Product Control Acceptance (NOA) number for the proposed shutter and size.
- ___ 4. For each opening shown on the elevation drawing, indicate the calculated negative and positive wind pressures in accordance with ASCE-7-05 (required for 2 stories or more – not applicable to one story structures).
- ___ 5. For each opening shown on the elevation drawing, indicate impact resistant device (shutter type: accordion, panels, etc.) which must comply with Florida Building Code (FBC) 2007 HVH Zone.
- ___ 6. Any modification that requires rational analysis to the product control must be approved by the Chief Code Compliance Officer of Miami-Dade County.
- ___ 7. Condominiums and townhouses require Association approval (signed and notarized letter from the President of the Association approving the installation of the type of shutters being applied for).