



VILLAGE OF TEQUESTA

BUILDING DEPARTMENT

345 Tequesta Dr.

Tequesta, Florida 33469-0273

(561) 768-0450 Fax (561) 768-0698

SHUTTER PERMITTING CHECKLIST

In order to perform a uniform and consistent review of shutter permit applications, as a minimum, the following documents are required to be submitted:

- Permit Application:** A completed Village of Tequesta permit application, with notarized signatures of contractor and property owner or copy of fully executed contract.
- Permit Fee:** Cash or check for applicable permit and zoning fees upon submittal of application.
- A completed Owner/Builder Affidavit for owners wishing to perform the work themselves.
- A recorded and certified Notice of Commencement for all jobs valued at \$2,500.00 or more.
- One (1) Product Approval or Notice of Acceptance (NOA) for each proposed shutter, highlight size and attachment, and a completely dimensioned elevation drawing showing size and location, including height above grade of openings to receive mullion and windows, mean roof height, length and width of building. Highlight all applicable items.
- For **each** opening shown on the elevation drawing, indicate the Product Approval or NOA number for the proposed shutter and size.
- For **each** opening shown on the elevation drawing, indicate the calculated negative and positive wind pressures in accordance with ASCE-7-10 (required for three stories or more).
- Attach one set of the proposed layout for the shutter locations and sizes. No plans may be submitted larger than 24" x 36".
- One (1) prime entry door must be Impact rated without shutters to meet egress requirements.

10/1/2012