



BUILDING DIVISION

120 Malabar Road, S.E., Palm Bay, FL 32907
Phone: (321) 953-8924 • Fax: (321) 953-8925

SHUTTER DOCUMENTS REQUIRED

- ◆ Completed building permit application.
- ◆ Owner/Builder affidavit form (if owner is applying as contractor).
- ◆ Proof of ownership (copy of warranty deed or County tax bill), if applicable.
- ◆ Two (2) copies of product approval for shutters and requirements for installation.
- ◆ Two (2) copies of floor plan showing location of shutter installation.
- ◆ Two (2) copies of electrical one-line diagram, if applicable. Electrical subcontractor shall be noted on the permit application. Subcontractor authorization shall be submitted before permit issuance.
- ◆ Copy of the recorded Notice of Commencement or affidavit of filing for NOC (if value is greater than \$2,500).

Note: If you need additional information, please contact the Building Division at (321) 953-8924. Additional documents may be required upon request by the Plans Examiner.