



Village of Royal Palm Beach, Florida

Community Development Department
1050 Royal Palm Beach Boulevard
Royal Palm Beach, Florida 33411
Telephone (561) 790-5128 Fax (561) 790-5129

Shutter Checklist (Impact Protection System)

This plan submittal checklist is designed to ensure that all information required to complete the review process is contained in the plans thereby providing for a more efficient review and permitting process. Any misstatement or inaccuracy will be cause for denial or revocation of the permit. Place a checkmark in the blank before each item to verify your acknowledgement of the requirement.

for office
use only

Permit application and supporting documents

1. 1. Permit application must be completed in its entirety including original, notarized signatures. (qualifier must sign application)
2. 2. Must submit signed, notarized, owner/builder affidavit and proof of Homestead Exemption (if applicable).
3. 3. A recorded "Notice of Commencement", required for all jobs in excess of \$2500 as required per Florida Statute 713.135(d).
4. 4. Residential and commercial sites require one (1) complete set of plans provided size does not exceed 12" x 18" with minimum scale of 1/8" = 1' otherwise two (2) sets required.
5. 5. One (1) product approval and raised signed and sealed plan

Product Approvals

- a. Metro-Dade product approval report with referenced engineered plans or
- b. Notice of Acceptance from the State of Florida or
- c. Engineer's signed and sealed plans and calculations for custom design

Construction Plans

- a. foot print with schedule of openings identifying shutter locations and sizes as well as means of egress
- b. details of support structure construction at window and door openings
- c. an electrical permit will be required for motor-driven shutters
- d. mark which application is being used on Engineering Plans

6. 6. HOA Acknowledgement Affidavit (if applicable)