



INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION

1801 27th Street, Vero Beach, FL 32960 772- 226-1260

Shutter Permit Checklist

The following items are required with submission of your permit application:

- **2 copies of completed Shutter permit application along with 2 copies of the floor plan. Indicate number of shutters to be installed in the Job Description field.**
- **Owner/Builder Disclosure Statement when applicable.**
- **Florida Product Approvals or Miami-Dade NOA's. All product approval numbers must be provided on the application along with a copy at the time of application and provided on-site for inspection.**
- **Documentation that verifies job value. Examples include a copy of the signed contract between the owner and contractor or a signed estimate, etc.**
- **A Recorded Notice of Commencement (NOC) preferred to be submitted with application but must be submitted prior to first inspection if job value exceeds \$2500.**
- **Please provide a floor plan (on a separate sheet, minimum 8 ½" x 11") showing location of each shutter being installed. Number each opening and provide a layout detail indicating the following:**
 - **Indicate overall size of each shuttered opening**
 - **Indicate type of shutter to be installed**
 - **Floor plan must clearly indicate the required Means of Escape. Means of Escape door shall provide a way of unobstructed travel to the outside at street or ground level. Applicant must provide clarification on layout detail that structure has an emergency door that complies with FBC R310.4 and FBC B1010.1.4.6. The Means of Escape shall be within the first floor of the dwelling unit and shall not be located within a garage without a side-hinged door leading directly to the exterior. The only type of shutter the Indian River County Building Division will approve for a Means of Escape door to allow for unobstructed travel is an accordion shutter provided the door opens in towards the dwelling unit and occupants can exit the dwelling without the use of a key or tool.**
 - **Provide Florida Product Approval Number or Miami-Dade NOA Number for review.**
- **Please use the Component and Cladding Chart on Page 2 for One and Two-Family Dwellings. If the structure is a Commercial Structure, Condominium, Multi-Family or any structure other than One and Two-Family Dwellings, site-specific engineering will be required from a Florida licensed Design Professional per FBC 107.1.**
- **Applicants are advised that Building Permit Applications are considered incomplete until all other IRC/COVB Departments and other Governmental agency reviews are completed and approved. The Building Permit Application will be routed to other departments, even if considered incomplete, in order to expedite the review process. The Building Permit Application review and approval time clock does not start until the application is deemed a Complete Application.**



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Shutter Application

PARCEL NUMBER: (from tax notice \ receipt)

OWNER'S NAME: JOB ADDRESS:

COMPANY NAME: QUALIFIER NAME:

LICENSE #: COUNTY COMP CARD #:

PHONE #: FAX #: E-MAIL:

JOB VALUE: \$ RESIDENTIAL COMMERCIAL

SCOPE OF WORK:

Use the below chart for Component and Cladding pressures for One and Two-Family Dwellings. Commercial Structures, Condominiums, Multi-Family or structures other than One and Two-Family Dwellings, site-specific engineering will be required from a Florida licensed Design Professional per FBC 107.1.

FBC- 7th Edition
These Tables Are For Shutters
in One and Two-Family Dwellings

Doors and Windows Installed in Buildings with a Mean Roof Height of 30' or Less Located in Exposures B, C or D. Table R301.2 [2] altered per R 301.2.1.6 of the F B C Residential.

COMPONENTS AND CLADDING WORST CASE DESIGN PRESSURE [PSF]
160 mph wind speed zone is east of I 95 and 150 mph is west of I 95, per current I.R.C. Wind speed map

Table with 6 columns: Exposure, Zone, and pressure values for 160 mph and 150 mph wind speeds across One Story and Two Story buildings.

*End-Zone 5 is NEVER less than 4 ft.

Miami Date NOA/ Florida Product Approval #(s)



INDIAN RIVER COUNTY/ CITY OF VERO BEACH BUILDING DIVISION

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit, and that all work will be performed to meet the standards of all laws regulating construction, insurance, and worker's compensation. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONER, ETC. Properties on which earth spills or other debris falls shall be cleaned immediately. All streets, sidewalks, and curbs damaged due to this construction shall be repaired to the satisfaction of the Engineering Department prior to the issuance of Certificate of Completion. IN APPLYING FOR THIS PERMIT, I HEREBY ATTEST THAT I HAVE THE KNOWLEDGE AND UNDERSTANDING OF ALL THAT IS REQUIRED BY THE FLORIDA BUILDING CODE AND ALL LAWS AND REGULATIONS PERTAINING TO PERFORMING AND COMPLETING THIS TYPE OF WORK.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner Signature

Contractor Signature

Acknowledgement for Person in an Individual Capacity

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____ by _____

who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____ by _____

who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

Acknowledgement for Person in a Representative Capacity

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____, by _____ (Name of Person) as _____ (Explain

Representative Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed).

who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal

State of Florida, County of _____ The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20 _____, by _____ (Name of Person) as _____ (Explain Representative

Capacity) for _____ (Name of Party on Behalf of Whom Instrument was Executed).

who is personally known or produced identification Type of ID Produced _____ Printed Name of Notary _____ Signature of Notary _____ Notary Seal