



Shutter Permit
Building Permit
Florida Building Code 5th Edition (2014)

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Job Information Application Date: _____ Est. cost: _____ Permit #: _____

Tax/Folio #: _____ Job Address: _____

Legal Sub/Unit/Blk/Lot: _____

Owner Name: _____

Owner Mailing Address (if different): _____

Description of Work: _____

Contractor Information

Contractor: _____ State Cert/CC Comp Card #: _____

Qualifier's name: _____ Job rep: _____

Address: _____

Phone/Fax/E-mail: _____

Work being performed

Will all the openings in this permit be impact rated? Yes No

If no, provide impact waiver form completed by the owner.

If no, indicate how many and which openings are not impact. _____

Type/Count of Shutters: _____

Number of shutters w/motors: _____ w/o motors: _____

Does the building have an existing fire sprinkler system? _____

Does this work qualify for Wind Mitigation Form Hurricane Protection? Yes No

Sub-Contractor Information

Sub-Contractor: _____ State Cert/CC Comp Card #: _____

Address: _____

Sub-Contractor: _____ State Cert/CC Comp Card #: _____

Address: _____

The following must be included with the application:

_____ Job Specific Design Pressures prepared by a design professional. (3 if Commercial/Egress)

_____ Two copies of the complete floor plan with opening locations, shutter types and design pressures for each opening clearly indicated.

_____ Miami-Dade Notice of Acceptance or Florida Product Approval.

Regulations and Information

1. City of Marco Island Building Services is regulated by the Florida Building Code 5th Edition (2014). For more information about the code, or to purchase the code, visit <http://www.floridabuilding.org>
2. Plans size should be 24" x 36" or smaller, on standard paper. Plans must be to scale.
3. If engineering for the structure and materials being used is not on file, the contractor is responsible for supplying to the building department, the drawings with an original signature and raised seal of the registered Florida Structural Engineer that is certifying the shutters.
4. If shutters are being installed on balconies in a building that is equipped with a fully automatic fire sprinkler system, the balcony must also be equipped with fire sprinklers.
5. Owner-builders must sign an affidavit and supply homeowners insurance.
6. One application must be filled out with the original signature of the qualifier pulling the permit.
7. The fee for a window/door replacement permit is \$50.00 for the first opening; \$10.00 for each additional opening, maximum \$150.00 per house or dwelling unit; or \$150.00 maximum per floor for common area work in condominium or commercial buildings. If Fire Review or inspection is required, then fees will be assessed per the current Fire Fees Ordinance. If structural work must be performed a fee of \$50.00 per inspection shall be required.
8. A plan check fee of 25% of the permit fee will be charged at the time of application. This fee is not refundable nor is it credited to any other fee.
9. The Electronic Data Conversion Surcharge, added to all permits, will equal 5% of the total permit cost, with a minimum charge of \$5.00 and a maximum charge of \$300.00. The fee is capped at \$100.00 if the documents are also submitted in electronic format.
10. If the contractor or owner plans to apply for the opening protection insurance discount, all openings must be impact resistant, that is all windows, doors and garage doors.

RECORDED NOTICE OF COMMENCEMENT MUST BE POSTED IF THE PROJECT VALUATION EXCEEDS \$2,500.00

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor's Affidavit

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.

No work whatsoever will commence until the building permit has been issued.

- The permit fee will be quadrupled if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed and that the structure shall not be used or occupied until a Certificate of Occupancy is issued.
- See Section 105.4.1.1 of the Marco Island Administrative Construction Code for information regarding the permit expiration date.

Print Name of Qualifier

Signature of Qualifier

State of Florida

County of _____

The foregoing instrument was acknowledged before me this ____ day of ___, 20 _____,

by _____, who is personally known to me or has produced _____ as identification.

Signature, Notary Public – State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary