



# City of Naples - Building Department

295 Riverside Circle | Naples, Florida 34102  
Phone: (239) 213-5020  
www.naplesgov.com

## SHUTTER PERMIT APPLICATION

Florida Building Codes, 7th Edition

### Job Information:

Permit Application #: \_\_\_\_\_

Tax/Folio#: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Est. Cost: \$ \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

Number of units: \_\_\_\_\_ Number of floors: \_\_\_\_\_

Description of work: \_\_\_\_\_

# of Shutters: Manual: \_\_\_\_\_ Motorized: \_\_\_\_\_

Is there an existing fire sprinkler system?  Yes  No

### Contractor Information:

Contractor: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Electrical: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Address: \_\_\_\_\_

### Must be included with permit package:

- \_\_\_ One copy of a **Complete Floor Plan**, showing the location of the proposed shutters.
- \_\_\_ One copy of FL State Dept. of Community Affairs Product Approval or Miami-Dade Notice of Acceptance for the proposed shutters.
- \_\_\_ One copy of design pressures for all openings, based upon the FBC Tables (if applicable to specific exposure category and building design)
- \_\_\_ Opening pressure calculations for buildings greater than 60 feet in height must be signed and sealed by a Florida Registered Engineer or Architect.

### Regulations and Information:

- ~~1. Required plan size is 24" x 36" maximum. Plans must be to scale with a minimum of 3/16" - 1"~~
2. The contractor is responsible for supplying the drawings with an original signature and the raised seal of a registered Florida Professional Engineer to City of Naples Building Department, or copies of originals master-filed with the City of Naples Building Department.
3. Please highlight (yellow marker) on the Miami-Dade Notice of Acceptance or FL State Dept. of Community Affairs Product Approval documents, **all pages/details** that are applicable to the installation of this product; model#/pressures/spans/build ins and build outs/track mounts/ mullion connections and fastener schedules (size,spacing,type).
4. The fee for this permit is \$100.00 per trade. A plan review fee, equal to 20% of permit fee, will be due at time of application. If plan review fee is less than \$30.00, it will be collected at time permit is issued, or upon withdrawal. The plan review fee is not refundable, nor is it credited to any other fee. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.

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 doubled if work is started without an approved permit.

\_\_\_\_\_  
Print Name of Qualifier

\_\_\_\_\_  
Signature of Qualifier

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 to me or \_\_\_has produced \_\_\_\_\_ as identification.

(Seal)

\_\_\_\_\_  
Signature, Notary Public - State of Florida

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary