



Town of Juno Beach

340 Ocean Drive, Juno Beach, Florida 33408
Phone: (561) 626-1122 Fax: (561) 775-0812

SHUTTER PERMITTING CHECKLIST

In order to perform a uniform and consistent review of shutter permit applications, as a minimum, the following documents are required to be submitted:

- 1.) A completed Town of Juno Beach permit application.
- 2.) A completed Owner Builder Affidavit for owners wishing to perform the work themselves.
- 3.) A recorded and certified Notice of Commencement for all jobs valued at \$2,500.00 or more.
- 4.) Two (2) Product Control Notice of Acceptance for each proposed shutter, highlight size and attachment, and a completely dimensioned elevation drawing showing size and location, including height above grade of openings to receive mullion and windows, mean roof height, length and width of building. Highlight all applicable items.
- 5.) For each opening shown of the elevation drawing, indicate the Product control Notice of Acceptance (NOA) number for the proposed shutter and size.
- 6.) For each opening shown on the elevation drawing, indicate the calculated negative and positive wind pressures in accordance with ASCE-7-98 (required for 3 stories or more).
- 7.) For each opening shown on the elevation drawing, indicate impact resistance device (shutter type – accordion, etc.), which must comply with FBC 2004 HVZ.
- 8.) Attach two (2) sets of the proposed layout for the shutter locations and sizes. No plans may be submitted larger than 24"x 36".
- 9.) If property is located with a community that has an HOA/POA, a copy of their sign-off must be submitted.
- 10.) All properties with Associations must have an Association Approval letter for proposed work.