

**CITY OF HOMESTEAD**  
**DEVELOPMENT SERVICES**  
PERMITTING HOURS  
MONDAY – FRIDAY  
7:30 A.M. – 4:30 P.M.



100 CIVIC COURT  
HOMESTEAD, FLORIDA 33030  
T.305.224.4500

## SHUTTERS CHECKLIST

DEVELOPMENT SERVICES  
ALL DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY TO  
[Permits@homesteadfl.gov](mailto:Permits@homesteadfl.gov)

**\*\*PLEASE NOTE: A WINDOW/DOOR/SHUTTER AFFIDAVIT MUST BE POSTED ON SITE AT TIME OF FINAL INSPECTION\*\***

- Completed Permit Application – Owner’s and Contractor’s signature notarized.
- Contractor’s License and Insurance must be current.
- Folio # is required on Permit Application.
- Proof of ownership if applicable.
- Owner/Builder Affidavit if applicable.
- Miami-Dade County or State of Florida Product Approval marked to indicate the components and installation methods for this permit.
- Floor plan(s) indicating location of shutters, size of openings and means of egress.
- Association Letter of Approval, if applicable (Courtesy i.e.: Villages, Keys Gate, San Remo, etc.).
- Notice of Commencement, if applicable for jobs over \$2,500 (Required by the first inspection at job site).

### REVIEW PROCESS

1. Building
2. Structural Engineer
3. Building Official

[WWW.HOMESTEADFL.GOV](http://WWW.HOMESTEADFL.GOV)