



**TOWN OF SURFSIDE  
BUILDING DEPARTMENT**

**9293 Harding Avenue  
Surfside, Fl. 33154**

**Phone (305) 861-4863  
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# **Permit Requirements Shutters**

**All retrofit shutter permits must have all items listed as part of the permit application.**

- Completed permit application, notarized.**
- Two copies of Miami-Dade County product approvals or Florida product approvals for all components**
- All retrofit shutters must meet one of the following wind load requirements.**
- Two copies of a site specific plan signed and sealed by a Florida professional Engineer or Architect, indicating the location of all openings and design pressures.**
- Two copies of a site specific plan (not signed and sealed) indicating the location and two copies of the worst case design pressure chart signed and sealed by a Florida professional Engineer or Architect.**
- Note: Commercial Buildings must include letter from management stating the mean roof height.**