



BUILDING DIVISION
DEPARTMENT FOR COMMUNITY SUSTAINABILITY
CITY OF LAKE WORTH
1900 2ND AVENUE NORTH
LAKE WORTH, FL 33461
561.586.1647

HURRICANE SHUTTER CHECKLIST

NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED ALONG WITH THE PERMIT APPLICATION

ITEMS REQUIRED TO SUBMIT AN APPLICATION:

[] 1. Completed permit application form including all signatures and completion of the owner/builder affidavit if applicable.

[] 2. TWO (2) copies of the following:

- a) Elevations showing location, window size and opening design pressures where shutters are being installed. Pressures are required for installation method.
- b) Product Approvals/Notice of Acceptance and FL # and Coversheet.
- c) Plywood Panels; Architect/Engineers Signed/Sealed drawings showing fastener, spacing and panel size per Table in Chapter 16 Florida Building Code or Chapter 3 Residential Code.

NOTES: SHUTTERS BEING INSTALLED IN A HISTORIC DISTRICT MAY NEED APPROVAL FROM THE HISTORIC BOARD.

Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.

SIGNATURE OF APPLICANT: _____ **DATE:** _____