TOWN OF SURFSIDE
BUILDING DEPARTMENT

9293 Harding Avenue Phone (305) 861-4863
Surfside, Fl. 33154 Fax (305) 861-1302

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.