



City of North Miami Beach, Florida

BUILDING DEPARTMENT

DOORS, WINDOWS AND SHUTTERS CHECK LIST

All the following must be provided:

- _____ 1. Application signed and notarized.
- _____ 2. Owners affidavit signed and notarized.
- _____ 3. Contractor License, Occupational License, Liability Insurance and Worker's comp
Or
Owner Builder - Owner/Contractor Affidavit and copy of Drivers License (owner must be present for submittal of owner builder permit)
- _____ 4. 2 copies of floor plan showing location of all window(s), shutter(s) or door(s) with dimensions (sizes) of all noted. On plan indicate which window(s), shutter(s) or door(s) are being changed. Also indicate the distance from window/door to building corner. In addition, indicate roof mean height, building length and width.
- _____ 5. 2 copies of Notice of Acceptance (sometimes refer to as Product Approval) either from Miami Dade County or State. 2 copies of notice of acceptance for mullions.

Note: If the window(s) or door(s) you select do not have a missile impact rating (this rating is found in the Notice of Acceptance) you will need shutters and you will have to provide the Notice of Acceptance for the shutters when you submit for the window(s) or door(s).

- _____ 6. Signed contract-indicating cost of project. (Signed by both parties – Cost to include material and labor)

*Note: For Condominiums you will also need a Condominium Approval Form and the installation has to be performed by a licensed professional only.

- _____ 7. See additional detailed information.