



# **City of North Miami Beach, Florida**

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## **BUILDING DEPARTMENT**

### **PROCEDURES OF DOORS, WINDOWS & SHUTTERS PERMITS**

All applicants shall follow the following procedures for the permits for doors, windows & shutters.  
The permit can be obtained along with the master permit or as shop drawings.

#### **ALONG WITH THE MASTER PERMIT (or) AS A SUB-PERMIT:**

- 1) Wind loads shall be calculated in accordance with the chapter 16 of the Florida Building Code as Components & Cladding.
- 2) Two sets of signed & sealed wind load calculations shall be attached to the drawings.
- 3) The wind pressures (positive & negative), sizes and the NOA# shall be shown on the elevations against each door, window, louvers or shutters or in a table with the label on the elevations.
- 4) Indicate mullions with the NOA#, if required.
- 5) Two sets of product approvals shall be attached to the drawings. Highlight all items applicable to installation.
- 6) The various elements, details, design pressures ratings, fastener types, sizes and spacing indicated on the product approval shall be highlighted.
- 7) If the product approvals are not approved by the Miami-Dade Building Code Compliance Office, then the City of North Miami Beach shall submit the drawings and the state product approvals to the Miami-Dade Building Code Compliance Office for their review.

#### **AS SHOP DRAWINGS (EXISTING CONSTRUCTION):**

- 1) On copies of approved drawings, make sure that the elevations have wind pressures marked.
- 2) If approved drawings are not available provide then provide the layout of the building showing the dimensions and the locations of doors & windows and elevation of the building showing the height of the building, height and locations of doors & windows including sill heights. Various rooms with their names shall be shown.
- 3) Provide wind load calculations (Not required for a single-storied single family building if the design rating of the doors & windows is more than  $\pm 55$  psf)
- 4) The wind pressures (positive & negative), sizes and the NOA# shall be shown on the elevations against each door, window, louvers or shutters or in a table with the label on the elevations.
- 5) Indicate mullions with the NOA#, if required.
- 6) Two sets of product approvals shall be attached to the drawings.
- 7) The various elements, details, design pressures ratings, fastener types, sizes and spacing indicated on the product approval shall be highlighted.
- 8) If the product approvals are not approved by the Miami-Dade Building Code Compliance Office, then the City of North Miami Beach shall submit the drawings and the state product approvals to the Miami-Dade Building Code Compliance Office for their review.

Note: For specialized one-time approval, the connection calculations & details may be required based upon the discretion of the Plans Examiner. The drawings shall be properly scaled in accordance with the section 8 of the Miami-Dade County Ordinance.