

PERMIT SUBMITTAL REQUIREMENTS

Residential Shutters and Awnings

General Scope:

Installing/ replacing new shutters/ awnings

Examples of Types of Work:

Documents Required

- Project Address or Legal Description
- Contractor Information to include Name, Address, and License number
- If the Homeowner is submitting the request:
 - o [Owner- Builder Disclosure Statement](#) (requires notarization)
- If the project is valued over \$2,500
 - o [Notice Of Commencement](#) (must be notarized and recorded with [Clerk of Courts](#))
- Product Approval
- Florida Building Code Wind Load Design Statements
- Engineered construction drawings
- Shutter worksheet - includes the following: opening number, shutter type, opening width, opening height, fastener type, fastener spacing, FL or NOA #, Design Pressures
- Floor Plan – noting the location of shutters and the location of the required egress
- [Subcontractor Verification Form](#): If work is being done by a mechanical or electrical contractor

Special Conditions:

If the property is in a FEMA “A” OR “V” Zone:

Substantial Improvement Calculations are required OR fill out the Flood Zone Checklist.

[Substantial Improvement Package](#)

[Flood Zone Checklist](#)

Applicable Codes

- 2020 Florida Building Codes, 7th Edition
 - Building
 - Residential
 - Existing
 - Energy Conservation
 - Mechanical

Plumbing
Accessibility
Fuel Gas
Test Protocols for High-Velocity Hurricane Zones
NEC 2017 – National Electrical Code
2020 Florida Fire Prevention Code, 7th Edition – comprised of NFPA 101, 2018 Edition and
NFPA 1, 2018 Edition

Average Review Time for the month for this work type:

5 Days

Tutorials, Helpful Videos & Reference Links:

PascoGateway Training page: <https://www.pascocountyfl.net/938/PascoGateway-Training>

Documents/Forms/Fees page: <https://www.pascocountyfl.net/867/Documents-Forms-Fees-Codes>

Florida Building Code: <https://floridabuilding.org/c/default.aspx>

Pasco Land Development Code:

https://library.municode.com/fl/pasco_county/codes/land_development_code

Apply for a permit in PascoGateway: <https://aca-prod.accela.com/PASCO/Default.aspx>

If you need assistance with a Shutter/ Awning Permit, please contact [BCS Customer Service](#) or via phone (727) 847-8126 and our staff will be happy to assist you.