

## **CITY OF CORAL GABLES SHUTTERS REQUIREMENTS & PROCEDURES**

The following is a list of required documents and procedures for shutters.

*\* Two (2) sets of each document must be provided for review:*

### **1) Required documents must include:**

- a) Floor plan indicating existing openings.
- b) The Product Control Approval from Miami-Dade.  
*All letters of approval must be 8 1/2" X 11".*  
*All drawings in the product approval must be 11" X 17".*
- c) The Shutter Product Approval Authorization Form.
- d) Site-specific wind load calculations signed and sealed by an architect or engineer.
- e) The condominium letter, if applicable.

### **2) If the shutters are the permanent, accordion or roll-up type, the following additional items are required:**

- a) The affected elevations of the existing structure.
- b) 35mm photographs or printed color digital image of the property.

### **Additional requirements include:**

1. Application for Review by the Board of Architects.
2. Building and Zoning Department Permit Application. Indicate the number of shutters to be installed on the permit application.

Submit all the required documents and applications to the Board of Architects office. The plans will be reviewed by the officials prior to permit issuance.