



## Shutter or Awning

### Description

This guideline is used when installing shutters or awning on a residential property. With or without electrical.

To apply, use the “Shutter or Awning - Residential” or “Shutter or Awning with Electric - Residential” application on the CSS portal.

### Who Can Apply

General Contractor (CGC), Building Contractor (CBC), Residential Contractor (CRC), Window and Door Installation Specialty Contractor (SCC), or Owner/Builder.

### Required Documents – always required

- Floor Plan
- Window/Door Shutter Worksheet
- Electrical Subcontractor Form, if applicable

### Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Notice of Commencement
- FEMA Packet and/or Elevation Certificate

### Owner/Builder Documents

- Owner/Builder Affidavit

### Private Provider Documents

- Notice to Building Official of Use of Private Provider
- Private Provider List of Building Inspections, if using plans review
- Private Provider Plan Compliance Affidavit, if using plans review

### Review

- Building, if applicable
- Floodplain, if applicable



## Inspections

- Notice of Commencement, if applicable
- Awning/Shutter
- Electric Final, if applicable
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

## Additional Notes

If the applicant is a licensed contractor, the permit application does not require a building review.

If the applicant is an Owner/Builder, the permit application does require a building review.