

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Residential Shutters

Plan Reviews: Building Review, Planning Review, Structural Review

Inspections: Buck / Anchors, Building Final, Planning Final

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings included:

- Signed & sealed topographic/boundary survey
- Architectural plans
- Structural Plans
- Existing and proposed floor plans
- Exterior elevations

Supporting Documents:

- Wind Load Calculations
- Product Approval with specification on installations
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Proposed materials (type and color)
- HOA letter approving design, color and materials for Doors / Windows, Shutters and Louvers (Multi-family only)