

Functional Shutters

Administrative:

- Owner/Builder Disclosure form Signed and Notarized in office if applicable.
- Updated Worker's Compensation exemption or certified to the City of DeLand uploaded into the attachments of the application.
- A recorded [Notice of Commencement](#) for any improvement in which the contract price is greater than \$5,000. This must be submitted prior to scheduling the first inspection.

Plans:

- Florida product approval specification sheets.
- Building layout with location and sizes of openings.
- Electrical plan if required.

Please note: other plans may be required to complete the review process based on individual permitting needs.