2020

e-Permitting Guidelines for Accordion Shutters & Storm Panels
Welcome to the RER Building Division Online Services page

Select e-Permits for contractors to begin the online application process to obtain Accordion Shutters and/or Storm Panel permits.
Review terms of use for e-Permitting for Contractors and click submit.

E-Permitting for Contractors

This web application allows qualified contractors to submit applications for subsidiary and stand-alone permits for the electrical, mechanical, plumbing, roofing and gas trades, pay the fees and print their permit card from the Internet browser. Customers no longer need to come in person to the Permitting and Inspection Center to apply and receive these types of permits. They can obtain them online.

Please note: The online e-permitting service is available 7 days per week between the hours of 2:00 a.m. to 5:00 p.m.

If you are a qualified contractor and want to obtain your permit online, please read and agree to these terms of use.

Terms of Use

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits are required for Electrical, Plumbing, Signs, Pools, Mechanical, Window and Roofing Work and there may be additional permits required from other governmental entities.

Owner’s Affidavit

Under the penalty of perjury, I declare that all the information contained in this permit application is accurate and that I am not a named violator with: unpaid civil penalties; unpaid administrative costs of hearing; unpaid County investigative, enforcement, testing, or monitoring costs; or unpaid fines, any or all of which are owed to Miami-Dade County pursuant to the provisions of the Code of Miami-Dade County, Florida.

Warning to Owner

Your failure to record a notice of commencement may result in you paying twice for improvements to your property. If you intend to obtain financing, consult your attorney or lender before recording your notice of commencement.

By clicking on the submit button you agree to the terms of use.
Enter a “Tradesman Number” and click Login for first time users. If not known by the applicant, the Contractor’s Tradesman Number is available by calling Contractor Licensing Section at 786-315-2880.

Please review the following Requirements and Instructions before proceeding.

- A valid e-mail address
  A valid e-mail address to process permits via the Internet.
- A valid credit card
  If you choose to pay the cost associated with the permit over the Web, a valid Visa, MasterCard, American Express or Discover Card is required.
- A capable web browser
  Internet Explorer Version 4.0 or higher or Netscape Version 4.0 or higher.
- A Printer
  Permit must be printed and posted on the job site at the time of inspection.
- A Scanner
  Optional. Required if supporting documents are not already in digital format.

If you are a first time user, please enter your Tradesman Number and click Login. Otherwise, please enter your Tradesman Number and Password and click Login. If you forget your password, enter your Tradesman Number and click Forgot Password. If you want to change your password, enter your Tradesman Number and Password, and click Change Password. The tradesman number is a personal identification number issued to the qualifying agent. For Questions Contact the Contractor Licensing Section at (786) 315-2880.

Tradesman Number: ____________________ Password: ____________________

Login  Change Password  Forgot Password

New users must establish a profile by follow the instructions to create a password to access the secure site. Once a password has been created, always use the applicant’s Tradesman number and password to log into e-Permitting.

Internet Permitting Application Services (IPAS)

Please click on one of the following selections and have required information available.

Pay Fees Due  Need Process Number
Pay Multiple Processes  Need Process Numbers
Apply for a Permit  Need Permit Type and Permit Number or Property Address
Update My Profile  Need Qualifier Number
Print Functions  Need Process Number or Permit Number
Re-inspection  Need Permit Number

Once access is obtained to the e-Permitting System, click on “Apply for a Permit”.
When applying for a permit, select “Accordion/Storm Panel” from the drop-down menu. Permits can be obtained for subsidiary permits tied to a master permit or a stand-alone permit for a retrofit installation on an existing structure.

At present e-Permits can only be obtained for addresses located in unincorporated Miami-Dade County.

Once an address or master permit number is accepted by the e-Permitting system, a 10-digit process number beginning with a “W” for web-based permitting is created. Track and pay for this permit by using the “W” process number.

Note that if incorrect information is entered into the form or if required information is missing, an error message will be displayed to enable the applicant to make corrections. Also please note and be aware of the Attention to Applicant instructions on this page.
Accordion Shutters and Storm Panels Permits applications can be combined on the same permit or obtained individually, when using the e-Permitting System.

If the Fee Code for the work you are performing does not appear under any of the categories below, then you must apply in person at 11805 SW 26 St., Miami.

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### 0029 ACCORDION SHUTTERS - ACCORDION SHUTTERS

<table>
<thead>
<tr>
<th>Fee Code</th>
<th>Description</th>
<th>Calculation</th>
<th>Units</th>
<th>Total</th>
<th>Minimum Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>B111</td>
<td>ACCORDION SHUTTERS</td>
<td>0.85 per</td>
<td>SQ FT</td>
<td>100</td>
<td>0</td>
</tr>
</tbody>
</table>

### 0101 STORM PANELS - STORM PANELS

<table>
<thead>
<tr>
<th>Fee Code</th>
<th>Description</th>
<th>Calculation</th>
<th>Units</th>
<th>Total</th>
<th>Minimum Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>B128</td>
<td>STORM PANELS</td>
<td>0.85 per</td>
<td>SQ FT</td>
<td>50</td>
<td>0</td>
</tr>
</tbody>
</table>

Enter on the form the approximate total square feet for each type of storm protection to be installed to proceed to the next step in the application process.
Provide all required information in the form fields for standalone permits or subsidiary permits tied to a master permit. Use the applicant’s contractor license number, not the applicant Tradesman’s number when completing this page. Permits that include Accordion Storm Shutters are limited to residential applications only, when using the e-Permitting System.
Please review the application restrictions when completing the Accordion Storm Shutter Electronic Application page. The applicant must agree to all conditions and select the Yes boxes before being allowed to proceed with the application.

Enter a current Miami-Dade County (MDC) Notice of Acceptance (NOA) number for the proposed Accordion Storm Shutter to be installed. Florida Approvals cannot be used in the e-Permitting system.

The e-Permitting system will only accept a valid MDC NOA for the applicable accordion shutter to be installed. The system will prompt the applicant to provide a new number if the one submitted is not accepted.

*Please note that failure to comply with the listed application restrictions and installation requirements from the applicable MDC NOA will result in failed inspections at the job site! *
Continue completing the electronic application by providing job site information. Complete form fields marked by an asterisk. Note that exposure category C is the default choice for non-ocean line structures in MDC.

Enter approximate size of building on the form to determine the size of the applicable pressure zones 4 and 5, as determined by ASCE-7. When entering the roof slope do not use fractions. The roof mean height when using this system cannot exceed 25 feet. Comply with the accordion blade length and uplift pressure restrictions when using this system.

Enter the number of openings at “N=” requiring accordion shutter protection. Enter the opening dimensions width (w) x length (l) in inches.

*Select Wind Exposure Category:  ○ C  ○ D

**BUILDING SIZE: (note: zone 4 =interiors  zone 5 = corners)**

*Length (L) = 35 ft

*Width (W) = 65 ft

*Roof Mean Height (H) = 15 ft

*Roof Slope X = 4 : 12

Number of Floors: 1

**Panel dimensions, locations , and design wind pressures**

The panel length (l) is defined as the distance between the panel ends that are attached to the building.

* Number of openings requiring protection N = 4

After entering number of openings, Click here.

<table>
<thead>
<tr>
<th>Opening #</th>
<th>Width (w) (in)</th>
<th>Length (l) (in)</th>
<th>Opening Location</th>
<th>Wind Pressure Neg.</th>
<th>Wind Pressure Pos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Select Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Select Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>Select Location</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>Select Location</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Panel dimensions, locations, and design wind pressures
The panel length (l) is defined as the distance between the panel ends that are attached to the building.

* Number of openings requiring protection \( N = 4 \). After entering number of openings, Click here.

<table>
<thead>
<tr>
<th>Opening #</th>
<th>*Width (w) (in)</th>
<th>*Length (l) (in)</th>
<th>*Opening Location</th>
<th>Wind Pressure Neg.</th>
<th>Wind Pressure Pos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>17</td>
<td>zone 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td>50</td>
<td>zone 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>34</td>
<td>96</td>
<td>zone 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>24</td>
<td>80</td>
<td>zone 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other alternate components or methods of attachment not listed in this form may be approved after review by a building official. Refer to... (Message from webpage)

The applicant must maintain...
- Permit Card
- A copy of the accord
- This form cannot be an inspection to be disapproved.
- One copy of the applicable MDC Accordion Shutter NOA. Please highlight or mark any installation requirements.
- On the anchor schedule indicate the specific connection details, the type of fastener, and spacing to be used.
- Two copies of an accord shuttle location drawing. The panel location drawing is not required to be prepared by a design professional since it is only intended to identify the location of the openings protected by the accord shutters.
- The drawing shall consist of building elevations or floor plans showing the dimensions and location of all the openings to be protected.
- The openings shall be labeled on this drawing by the corresponding number in the electronic permit application.
- Two completed copies of the MDC's "Attestation of the Homeowners Association Approval for Residential Storm Shutter." This form is only required for retro-fit installations of single family residential, duplex, and townhomes.
- One copy of the location drawing and the Homeowner’s Attestation form will be picked up by the Building Inspector to be placed on file in Micro-Film.

Click on “Application Completed” when the form is complete. Note that alert messages are provided if required form fields are not completed or have been agreed to. If two errors are made regarding form or code related restrictions, the application will automatically be disapproved when submitted.
Note the above documents required to be provided at the job site by the applicant at the time of the first inspection.

| Other alternate components or methods of attachment not listed in this form may be approved after review by a building official. Refer to permitting facilities for assistance. |
| The applicant must maintain the following documents at the job site: |
| • Permit Card |
| • A copy of the accordion storm shutter permit electronic application. This form cannot be altered or modified once the permit is issued; doing so will cause any required inspection to be disapproved. |
| • One copy of the applicable MDC Accordion Shutter NOA. Please highlight or mark any installation requirements. On the anchor schedule indicate the specific connection details, the type of fastener, and spacing to be used. |
| • Two copies of an accordion shutter location drawing. The panel location drawing is not required to be prepared by a design professional since it is only intended to identify the location of the openings protected by the accordion shutters. The drawing shall consist of building elevations or floor plans showing the dimensions and location of all the opening to be protected. The openings shall be labeled on this drawing by the corresponding number in the electronic permit application. |
| • Two completed copies of the MDC's "Attestation of the Homeowners Association Approval for Residential Storm Shutters." This form is only required for retro-fit installations of single family residential, duplex, and townhomes. |
| • One copy of the location drawing and the Homeowner's Attestation form will be picked up by the Building Inspector to be placed on file in Micro-Film. |
After review and verifying all the required data has been entered, click on “All Entry Confirmed”.
Click on the “Yes” I agree statements boxes that are applicable for stand alone or subsidiary permits and click on “Submit”.

Standalone permits obtained for accordion shutters installed on structures belonging to a Homeowner’s Association (HOA) require a completed MDC Homeowner’s Attestation Approval form. This form will be picked up and placed in microfilm by the building inspector at the time of the first inspection.
Please review the application restrictions when completing the Storm Panel Electronic Application page. The applicant must agree to all conditions and select all Yes boxes before being allowed to proceed with the application.

Enter a current Miami-Dade County (MDC) Notice of Acceptance (NOA) number for the proposed Storm Panel to be installed. The e-Permitting system will only accept valid MDC NOA for the applicable storm panel to be installed. The system will prompt the applicant to provide a new number if the one submitted is not accepted.

Please note that failure to comply with the listed application restrictions and installation requirements from the applicable MDC NOA will result in failed inspections at the job site!
Enter approximate size of building on the form to determine the size of the applicable pressure zones 4 and 5 as determined by ASCE-7. When entering the roof slope do not use fractions. The roof mean height when using this system cannot exceed 25 feet. Comply with the storm panel length and uplift pressure restrictions when using this system.

Enter the number of openings at “N=” requiring storm panel protection. Enter the opening dimensions width (w) x length (l) in inches.

![Building diagram]

**Panel dimensions, locations, and design wind pressures**

The panel length (l) is defined as the distance between the panel ends that are attached to the building.

<table>
<thead>
<tr>
<th>*Opening #</th>
<th>*Width (w) (in)</th>
<th>*Length (l) (in)</th>
<th>*Opening Location</th>
<th>Wind Pressure Neg.</th>
<th>Wind Pressure Pos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>SelectLocation ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>SelectLocation ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>SelectLocation ✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>SelectLocation ✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Exposure Category Type: ☐ C  ☐ D

**BUILDING SIZE:** (note: zone 4 = interiors  zone 5 = corners)

*Length (L) = 45 ft.
*Width (W) = 65 ft.
*Rof Mean Height: (H) = 15 ft.
*Rof Slope X = 4

Number of Floors: 1
Note error message provided for opening #2, when the allowable storm panel length is exceeded the system will not approve this panel length.

**Invalid length for opening #2**

<table>
<thead>
<tr>
<th>Process Number</th>
<th>Job Address</th>
<th>Application Date</th>
<th>Master Permit No.</th>
<th>Product Approval Number NOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>W20200330509</td>
<td>8020 NW 187 ter</td>
<td>12/31/2019</td>
<td></td>
<td>1 1 2 0 0 3</td>
</tr>
</tbody>
</table>

*After entering NOA number, wait for manufacturer data to be returned before continuing.*

<table>
<thead>
<tr>
<th>Manufacturer Name</th>
<th>Storm Panel Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Storm Panel Supply, LLC</td>
<td>0.035 (min.) Galv. Steel Storm Panels Shutter</td>
</tr>
</tbody>
</table>

Select Exposure Category Type:  ◐ C  ○ D

**BUILDING SIZE:** (note: zone 4 = interiors zone 5 = corners)

- Length (L) = 35 ft.
- Width (W) = 65 ft.
- Roof Mean Height (H) = 15 ft.
- Roof Slope X = 4

**Number of Floors:** 1

Panel dimensions, locations, and design wind pressures

The panel length (l) is defined as the distance between the panel ends that are attached to the building.

* Number of openings requiring protection \( N = 4 \) After entering number of openings, [Click here.]

<table>
<thead>
<tr>
<th>Opening #</th>
<th>Width (W) (in)</th>
<th>Length (l) (in)</th>
<th>Opening Location</th>
<th>Wind Pressure Neg.</th>
<th>Wind Pressure Pos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>17</td>
<td>zone 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>72</td>
<td>108</td>
<td>zone 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>24</td>
<td>50</td>
<td>zone 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>24</td>
<td>80</td>
<td>zone 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Application Restrictions:**

This electronic application is limited to one story buildings of any occupancy group, two story detached single-family residences, duplexes and townhomes. In no case shall the maximum roof mean height exceed 25 ft. The maximum storm panel span (length) shall not exceed 96 in.

The maximum calculated wind pressures shall not exceed plus or minus 60 psf when using this application.

*I agree to the preceding storm panel length and design pressure statement.*  ☑ Yes
Panel dimensions, locations, and design wind pressures
The panel length \( l \) is defined as the distance between the panel ends that are attached to the building.

\* Number of openings requiring protection \( N = 4 \)  After entering number of openings, Click here.

<table>
<thead>
<tr>
<th>Opening #</th>
<th>Width (w) (in)</th>
<th>Length (l) (in)</th>
<th>Opening Location</th>
<th>Wind Pressure Neg.</th>
<th>Wind Pressure Pos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>17</td>
<td>zone 4</td>
<td>-43.52</td>
<td>40.12</td>
</tr>
<tr>
<td>2</td>
<td>72</td>
<td>84</td>
<td>zone 5</td>
<td>-46.24</td>
<td>36.38</td>
</tr>
<tr>
<td>3</td>
<td>24</td>
<td>50</td>
<td>zone 4</td>
<td>-43.52</td>
<td>40.12</td>
</tr>
<tr>
<td>4</td>
<td>24</td>
<td>80</td>
<td>zone 5</td>
<td>-52.22</td>
<td>39.37</td>
</tr>
</tbody>
</table>

Other alternate components or methods of attachment not listed in this form may be approved after review by a building official. Refer to permitting facilities for assistance.

The applicant must maintain the following documents at the job site:

- Permit Card
- Permit Application
- Uniform Storm Panel Application
- Storm Panel Notice of Acceptance (please highlight on the anchor schedule the type of fastener and spacing to be used)
- Two copies of a storm panel location drawing. The panel location drawing is not required to be prepared by a design professional since it is only intended to identify the location of the openings protected by the storm panels. The drawing shall consist of building elevations or floor plans showing the dimensions and location of all the opening to be protected. The openings shall be labeled on this drawing by the corresponding number in the electronic permit application.

Please review and make any necessary changes now. After clicking on Confirm, no additional changes can be made.

[All Entry Confirmed]

After reviewing the form and verifying all the required data has been entered, click on “All Entry Confirmed”.

16
Once all required Electronic Application forms are complete, the applicant can select one of the above options regarding payment before the approved documents can be printed.
To pay fees due enter the “W” process number generated for the permit application in the online **Make Payments** and “Submit”.

![Online Permit Application Pay Fees Due](image)

If you would like to make a payment for multiple permit applications, click on **this link**. If you are paying by check, funds must be available for immediate withdrawal. A regular checking account must be used that is authorized for ACH transactions. A service fee of not less than $25.00 up to a maximum of 5% of the check amount will be charged for any e-check payments returned by your bank.

![Select a Payment Option: credit card Process Number: W2020830509](image)

Submit

Once payment has been made, from the print menu select “Print Permit” to obtain and print the permit card to be placed at the job site. Additionally, links for applicable MDC NOAs and the Homeowner’s Attestation form are available here as needed.

![Internet Permitting Application Services (IPAS) Print Menu](image)

Please enter the required field and click on one of the following selections

- **Process Number**: W2020830509
  - [Print Application](#) (See Message Below)
  - [Print Fee Sheet](#)
  - [Print Permit](#)
  - [Notice of Acceptance](#) (If Applicable)
  - [Owner’s Notification Form](#)
  - [Homeowner’s Attestation Form for Storm Shutters](#)
From this page the Permit Card and Category 101 Storm Panels and Category 29 Accordion Shutter pages can be printed.

<table>
<thead>
<tr>
<th>Internet Permitting Application Services (IPAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a Complete Roofing Permit Package, you must use your browser print function to print two copies of the following:</td>
</tr>
<tr>
<td>Permit Card</td>
</tr>
<tr>
<td>Category 101 Panel Shutter Application</td>
</tr>
<tr>
<td>Category 29 Shutter Application</td>
</tr>
<tr>
<td>Notice of Acceptance</td>
</tr>
<tr>
<td>Owner's Notification Form</td>
</tr>
<tr>
<td>Homeowner's Attestation Form for Storm Shutters</td>
</tr>
<tr>
<td>Click on one link at a time to print the required document and return here to continue Printing the next required document.</td>
</tr>
</tbody>
</table>

*Once approved documents are rendered and printed they cannot be altered or changed in any manner! Changes to previously approved methods or materials will require a permit revision submitted at the Permit Counter.*