



CITY OF HIALEAH GARDENS
BUILDING DEPARTMENT
SHOP DRAWING CHECKLIST

TRUSSES

1. TWO (2) COPIES OF TRUSS SHOP DRAWINGS INCLUDING REQUIRED ENGINEERING.
2. SHOP DRAWINGS MUST BE APPROVED BY THE PROJECT DESIGN ENGINEER OR ARCHITECT PRIOR TO SUBMITTAL.
3. ORIGINAL PERMITTED PROJECT " SITE " PLANS. JOB SITE PLANS.
4. BUILDING PERMIT APPLICATION.

DOORS/GARAGE DOORS/WINDOWS/STORE FRONTS

1. TWO (2) COPIES OF PRODUCT CONTROL APPROVAL FROM METRO-DADE.
2. ALL LETTERS OF APPROVAL MUST BE "8 ½ X 11".
3. ALL DRAWINGS INCLUDED IN THE PRODUCT APPROVAL MUST BE 11"X 17".
4. ALL PRODUCT APPROVAL LETTERS AND DRAWINGS MUST BE ELIGIBLE.
5. TWO (2) SETS OF SITE SPECIFIC WIND LOAD CALCULATIONS (OF THE OPENING) SIGNED AND SEALED BY THE DESIGN ENGINEER OR ARCHITECT.
6. SHOP DRAWINGS MUST BE APPROVED BY THE PROJECT DESIGN ENGINEER OR ARCHITECT PRIOR TO SUBMITAL.
7. INDICATE (HIGHLIGHT) ALL COMPONENTS & FASTENERS BEING USED.
8. BUILDING PERMIT APPLICATION.
9. WINDOW AFFIDAVIT & HOME OWNER/COMMERCIAL/ASSOCIATION AFFIDAVIT

SHUTTERS

1. TWO (2) COPIES OF THE PRODUCT CONTROL APPROVAL FROM METRO-DADE.
2. ALL LETTERS OF APPROVAL MUST BE 8 ½" X 11".
3. ALL DRAWINGS INCLUDED IN THE PRODUCT APPROVAL MUST BE 11" X 17".
4. ALL PRODUCT APPROVAL LETTERS AND DRAWINGS MUST BE LEGIBLE.
5. TWO (2) SETS OF SIGNED & SEALED "PRODUCT CONTROL APPROVAL AUTHORIZATION FORM"
6. TWO (2) SETS OF SITE SPECIFIC WIND LOAD CALCULATIONS (OF THE OPENING) SIGNED AND SEALED BY THE DESIGN ENGINEER OR ARCHITECT.
7. SHOP DRAWINGS MUST BE APPROVED BY THE PROJECT DESIGN ENGINEER OR ARCHITECT PRIOR TO SUBMITTAL.
8. BUILDING PERMIT APPLICATION ,TOTAL (SQ.FT.) OF PANELS OR SHUTTERS BEING INSTALLED
9. INDICATE (HIGHLIGHT) ALL COMPONENTS & FASTENERS BEING USED.
10. SHOW LOCATION OF OPENINGS AND TOP ELEVATION ABOVE GRADE.
11. ASSOCIATION LETTER IF APPLICABLE

RAILINGS/STAIRS

1. TWO (2) COPIES OF THE PRODUCT CONTROL APPROVAL FROM METRO-DADE. (IF APPLICABLE)
2. TWO (2) SETS OF LOAD CALCULATIONS SIGNED AND SEALED BY THE DESIGN ENGINEER OR ARCHITECT.
3. SHOP DRAWINGS MUST BE APPROVED BY THE PROJECT DESIGN ENGINEER OR ARCHITECT PRIOR TO SUBMITTAL.
4. BUILDING PERMIT APPLICATION.

PRE-CAST MEMBERS

1. TWO (2) SETS OF LOAD CALCULATIONS SIGNED AND SEALED BY THE DESIGNED ENGINEER OR ARCHITECT PRIOR TO SUBMITTAL.
2. ORIGINAL PERMITTED PROJECT "SITE" PLANS & JOB SITE PLANS
3. BUILDING PERMIT APPLICATION.

NOTE: SHOP DRAWINGS FOR SHUTTERS, GARAGE DOORS, EXTERIOR DOORS, WINDOWS, STOREFRONTS, PRE-CAST MEMBERS AND TRUSSES SHALL BE REVIEWED AND APPROVED BY THE ENGINEER OR ARCHITECT WHO DESIGNED THE PROPOSED STRUCTURE, PRIOR TO SUBMITTAL TO THE CITY.

ASSOCIATION LETTER REQUIRED IF APPLICABLE & **HOME OWNER/COMMERCIAL ASSOCIATION AFFIDAVIT FOR ALL PERMITS.**

