



Planning, Zoning & Building Department

Town of Palm Beach
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SHUTTER / WINDOW / DOOR PERMITTING GUIDELINES

A permit application for doors, windows, and installed shutters requires the following:

- Shutters/windows/doors shall require design review. Architectural Commission (ARCOM) or Landmarks Preservation Commission (LPC), as applicable, may be required depending on the scope of work and products proposed. Provide a drawing showing the location and size of each opening as well as specific details...material, color, manufacturer, glazing, muntin profiles etc. For Administrative Review (ARCOM) or Administrative Review (LPC) please apply via the [Citizen Access Portal \(EPL\)](#).
- If the property is located within a homeowner's association, a letter from the HOA is required. The letter shall be on the letterhead of the HOA and signed by a representative of the HOA. The selected product shall be specified in detail in the letter (e. g. one single-hung window with a 4/1 divided-light pattern, white frames, and clear glass).
- For multi-family buildings that have an adopted standard design, additional design review may be waived. If 50% or more of the original fenestration has been replaced (with Town approvals): Submit an HOA letter and photos that document the replacement products throughout the building. The applicant should match the majority product in the building. If staff recognizes inconsistency in product replacements or lack of Town approvals, ARCOM or LPC review may be needed to determine the appropriate products moving forward.
- Provide one set of Florida State or Miami-Dade product approvals in compliance with the Florida Building Code Current Edition, complete with drawings. Highlight or mark fastening types and dimensions. Indicate all applicable details.
- Provide design wind loads for the building showing potential positive and negative pressures at all openings, signed and sealed by a Florida licensed professional, calculated based on Vult=170 mph, Exposure category D, per Current FBC Edition or ASCE. The design pressure capacity values listed on the product approvals (Florida or Miami NOA), shall be equal or greater than the required design pressures calculated by the licensed professional. Any document bearing a design professional's title block MUST be signed and sealed - Florida statutes.