



Commercial – New
 Building Permit
Florida Building Code 5th Edition (2014)

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Job Information Application Date: _____ Est. cost: _____ Permit #: _____
 Tax/Folio #: _____ Job Address: _____
 Legal Sub/Unit/Blk/Lot: _____
 Owner Name: _____
 Owner Mailing Address (if different): _____
 Contractor: _____ Phone: _____ Fax/Email: _____
 Description of Work: _____

Lot Data
 Width: _____ ft Depth: _____ ft Area: _____ Sf Street frontage: _____ ft
 Actual Setbacks (feet): Front: _____ Rear: _____ Side: _____ Side _____
 Type of Lot (circle one) Vacant Existing Building demolished Demo Permit#: _____
 If Demo Lot Original A/C Sq Ft: _____ Original Sq Ft under roof: _____

Building Data
 Bldg. Footprint: _____ SF A/C Area _____ SF Gross Bldg. Area: _____ SF
 Bldg. Depth: _____ Bldg. Width: _____ Bldg. Height: _____ Site Work: _____ SF
 Floors: _____ Lot coverage: _____ %
 Units: _____ Parking Spaces: _____ HC Parking: _____
 ROW? Yes ___ No ___ Roof Type: _____ # Sqs: _____
 Construction Type: _____ Flood Proofing Yes ___ No ___
 BFE Required: _____ NAVD BFE Actual: _____ NAVD

Please be advised that significant portions of the City of Marco Island are subject to deed restrictions. It is incumbent upon the property owner to research deed restrictions that may be applicable to their property. Questions regarding deed restrictions should be directed to the Marco Island Civic Association (MICA) at (239) 642-7778.

The following must be included with the application

- THREE completely assembled sets of rolled plans consisting of the following:

_____ Survey	_____ Site Development Plan
_____ Structural	_____ Plumbing
_____ Electrical (w/load calculations)	_____ Mechanical
_____ Architectural	_____ Site development plan
_____ Fire Protection	_____ Variances or DEP Approvals
_____ Truss layouts and design loads	_____ Current year energy calculations
_____ Landscaping	_____ Health Department approval

Regulations and Information

1. City of Marco Island Building Services is regulated by the Florida Building Code 5th Edition (2014). For more information about the code or to purchase the code, visit <http://www.floridabuilding.org>
2. Required plan size is 24" x 36". Plans must be to scale with a minimum of 3/16"=1'.
3. The City of Marco Island permit checklist must be completed and submitted with review plans.
4. If this site is located in a Special Flood Hazard Area, the finished floor elevation must meet the required Base Flood Elevation. An elevation or flood-proofing certificate must be submitted within 21 days after the lowest floor of the building is in place. The Base Flood Elevation shall be noted in the large-scale section.
5. Other supporting documents, such as variances, surveys, conditional use permits, DEP permits, Health Department approval, application for Certificate of Public Adequacy, and GDSP's must accompany your plans.
6. Check with the respective property owners association for deed restrictions.
7. All wall systems and roof systems must meet the Florida Building Code 5th Edition (2014) 170 mph wind loads with appropriate exposure category for Category II Buildings. Structural components must be certified by a Florida licensed design professional.
8. Exterior windows and doors must meet 170 mph wind loads and be impact rated, or protected if within 60 feet of grade. Provide Miami Dade Notice of Acceptance or State of Florida Product Approval for each type of unit, or sealed certification and testing by a Florida licensed design professional.
9. Fire System Shop drawings must be prepared, signed and sealed by a Florida registered engineer if the system exceeds 50 heads. A Fire Contractor may sign the plans if the system has less than 50 total heads.
10. All plans must identify exit signs, emergency lighting, fire extinguishers, means of egress and rated walls, floors and ceilings.
11. A spot survey will be required within 10 days after the approved slab inspection.
12. If electrical service is greater than 600 amps, an Electrical Engineer must design and sign the electrical plans with a raised seal.
13. Electrical load calculations and riser diagram are required to be submitted with plans.
14. Three sets of current year energy calculations must be submitted with plans.
15. If the occupant serves or prepares any type of food or beverage, the plans must comply with the Department of Business and Professional Regulation Division of Hotels and Restaurants.
16. A minimum 750-gallon grease interceptor is required when any type of food or beverage is being served/prepared.
17. Hood suppression system plans are required when any type of food or beverage is being served or prepared.
18. All Right-of-Way work must be permitted with the City of Marco Island Public Works Department.
19. Dumpster enclosure location is required to be noted on site plan.
20. All accessory structures must be permitted separately.
21. Maximum building area must be calculated for any additions that increase the building footprint.
22. One application must be filled out with the original signature of qualifier pulling the permit.
23. Fee for this permit is \$0.50 per square foot of the gross square footage of the structure for the building permit. The associated electrical, plumbing and mechanical permits are each 0.10 per square foot of the gross square footage of the structure, with a minimum of \$50.00. The roof permit is \$150.00 per roof. The site work permit is \$0.02 per square foot, minimum \$60.00. Fire review and fire prevention (inspection) fees are assessed at the current adopted rate.
24. A fee equal to 25% of the permit fee will be charged at the time an application for a permit is received for plan review. This fee is not refundable nor is it credited to any other fee.
25. The Electronic Data Conversion Surcharge, added to all permits, will equal 5% of the total permit cost, with a minimum charge of \$5.00 and a maximum charge of \$300.00. The fee is capped at \$100.00 if the documents are also submitted in electronic format.
26. If the building or tenant space had a different occupancy type, a letter from the Collier County's Impact Fee Coordinator will be required to verify impact fees or credits due.
27. A temporary power inspection will allow the power to be turned on, with the understanding that the areas under construction will not be occupied until a Certificate of Occupation or a Certificate of Completion is issued.
28. It is the contractor's responsibility to contact the Building Department when all final inspections are complete and obtain a Certificate of Occupancy or a Certificate of Completion.

Prime Contractor Information

Contractor: _____
Address: _____
City: _____
Job Rep: _____

State Cert/CC Comp Card #: _____
Phone #: _____
State: _____ Zip: _____

Sub-Contractor Information

Electrical: _____
Address: _____

State Cert/CC Comp Card #: _____

Mechanical: _____
Address: _____

State Cert/CC Comp Card #: _____

Plumbing: _____
Address: _____

State Cert/CC Comp Card #: _____

Roofing: _____
Address: _____

State Cert/CC Comp Card #: _____

Fire Suppression: _____
Address: _____

State Cert/CC Comp Card #: _____

Fire Alarm: _____
Address: _____

State Cert/CC Comp Card #: _____

Miscellaneous Information

Architect/Engineer: _____
Address: _____
City: _____

Phone #: _____
State: _____ Zip: _____

RECORDED NOTICE OF COMMENCEMENT MUST BE POSTED IF THE PROJECT VALUATION EXCEEDS \$2,500.00

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor's Affidavit

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.

No work whatsoever will commence until the building permit has been issued.

- The permit fee will be quadrupled if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed and that the structure shall not be used or occupied until a Certificate of Occupancy is issued.
- See Section 105.4.1.1 of the Marco Island Administrative Construction Code for information regarding the permit expiration date.

Print Name of Qualifier

Signature of Qualifier

State of Florida

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, who is personally known to me or has produced _____ as identification.

Signature, Notary Public – State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary