



Single Family – Addition / Alteration

6

Building Permit

Florida Building Code 5th Edition (2014)

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: _____

Addition/Alteration Data

	Addition	Alteration		Yes	No
Building square ft.	_____	_____	ROW Permit?	_____	_____
Electrical square ft.	_____	_____	Roof squares	_____	Roof type _____
Plumbing square ft.	_____	_____	Construction type	_____	
Mechanical square ft.	_____	_____			
BFE Required: _____ NAVD		BFE Actual: _____ NAVD			
Lot width: _____ ft	Lot depth: _____ ft	Lot area: _____ SF			
Actual setbacks (feet): Front: _____	Rear: _____	Right Side: _____	Left Side: _____		
Bldg. depth: _____ ft	Bldg width: _____ ft	Bldg height: _____ ft			
New bldg. footprint: _____	New gross square ft: _____				
Original A/C Sq Ft: _____	Original Sq Ft under roof: _____				
Impact Requirements met with (circle one)	All Impact	All Shutters	Impact with Some Shutters		
Water Meter Size (circle one)	5/8x3/4"	3/4"	1"	1-1/2"	Larger than 1-1/2"
Sanitary Waste System (circle one)	Septic	Sewer	Septic Permit#(if known): _____		

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

- Two completely assembled sets of rolled plans consisting of all the documents as shown on the Required Plans Checklist. The checklist must be signed, notarized and submitted with your plans.

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. If this site is located in a Special Flood Hazard Area, the finished floor elevation must meet the required Base Flood Elevation. An elevation certificate must be submitted. The Base Flood Elevation shall be noted on the large-scale section.
4. Substantial improvement will require the first floor of the structure to be at or above Base Flood Elevation (BFE). An elevation certificate must be submitted if the structure is being substantially improved.
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. Show setbacks on the site plan when additions will occur.
8. Owner-builders must sign an affidavit, reside at that location, and supply homeowners insurance.
9. All exterior windows and doors must meet the Florida Building Code 5th Edition (2014) 170 mph wind loads with appropriate exposure category. A Florida State Certified Architect or Engineer must seal specifications or submit test results.
10. Provide roof and floor truss layout sheets with reactions greater than or equal to 5000# and uplift greater than or equal to 1000#. Show any additional loads imposed by equipment and/or storage.
11. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
12. A total floor plan must be submitted with any interior remodeling. Work areas will be clouded.
13. If the electrical service is greater than 600 amps or greater, an Electrical Engineer must design and sign the electrical plans with a raised seal.
14. Electrical load calculations and riser diagram are required to be submitted with plans.
15. Two sets of current year energy calculations must be submitted with plans.
16. Driveway width and setbacks must be noted on the site plan when a new driveway is to be installed. Any work in the Right of Way requires a permit from the City of Marco Island, Public Works Department.
17. All accessory structures must be permitted separately.
18. One application must be filled out with the original signature of the qualifier who is pulling the permit.
19. Fee for this permit is \$0.50 per square foot under roof. Fees for Electrical, Plumbing and Mechanical permits are each \$0.10 per square foot of the gross square footage of the structure. The minimum fee shall be \$50.00 per trade. The roof permit fee will be \$150.00. Reroofs will be permitted separately. Any driveway permit fee will be \$100.00. Right of Way permits will be issued at a rate equal to the current adopted fee.
20. 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.
21. 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.
22. A spot survey & spot elevation certificate must be submitted to the Building Department within 10 days of the approved slab inspection.
23. 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.
24. 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 #: _____

Miscellaneous Information

Architect/Engineer: _____
Address: _____
City: _____

Phone #: _____
State: _____ Zip: _____

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