



# Multi-Family – Dwelling Unit Remodel

Building Permit  
Florida Building Code 5th Edition (2014)

# 4

**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**

Remodel square ft. \_\_\_\_\_

**The following must be included in the application**

THREE complete sets of plans that include:

- Complete scope of work.
- Floor plan of the unit to be worked in (if not common area) with work area highlighted.
- Floor plan of Condo building with work area highlighted.
- UL Listings for fire rated wall assemblies and floor penetrations.
- Location of Electric Panel and details of electrical changes.

**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" or standard sized paper. Plans must be to scale with a minimum of 3/16"=1'.
3. A total floor plan must be submitted with any interior remodeling. Work areas will be clouded.
4. Check with the respective property owners association for deed restrictions on any exterior work.
5. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
6. One application must be filled out with the original signature of the qualifier who is pulling the permit.
7. If the work will be performed in more than one unit but not in all units, a separate permit will be required for each unit that has a unique Tax Id (Folio Number).
8. Fee for a dwelling unit remodel is \$160.00 per unit, if only final inspections will be required. Otherwise the fee will be \$250.00. This includes all electrical, plumbing, and mechanical work. Fire review and fire prevention (inspection) fees are assessed at the current adopted rate.
9. 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. Plan review fees less than \$10.00 will be collected when the permit is issued or billed to the applicant if the application is withdrawn.
10. 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.
11. 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 Protection: \_\_\_\_\_  
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