



Multi-Family – 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 Lot coverage: _____ %
 Actual Setbacks (feet): Front: _____ Rear: _____ Side: _____ Side: _____

Building Data

Footprint(under roof): _____ Total Sq Ft Under Roof: _____ A/C Sq Ft: _____
 Bldg. Depth: _____ Bldg. Width: _____ Bldg. Height: _____ Site Work: _____ SF
 Floors: _____ Units: _____ Parking Spaces: _____ HC Parking: _____
 ROW? Yes ___ No ___ Roof Type: _____ # SQs: _____
 Construction Type: _____
 Required BFE _____ NAVD Actual BFE _____ NAVD Flood Proofing Yes ___ No ___

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:

<p>_____ Survey</p> <p>_____ Structural</p> <p>_____ Electrical (w/load calculations)</p> <p>_____ Architectural</p> <p>_____ Fire Protection</p> <p>_____ Truss layouts and design loads</p> <p>_____ Landscaping</p>	<p>_____ Site Plan</p> <p>_____ Plumbing</p> <p>_____ Mechanical</p> <p>_____ Current year energy calculations</p> <p>_____ Health Department approval</p> <p>_____ Variances or DEP Approvals</p> <p>_____ Application for Water/Sewer</p>
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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. 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.
5. 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 within 21 days after the lowest floor of the building is in place. The BFE shall be noted on the large-scale section.
6. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
7. 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.
8. All plans must identify exit signs, emergency lighting, fire extinguishers, means of egress and rated walls, floors and ceilings.
9. If electrical service is greater than 600 amps, an Electrical Engineer must design and sign the electrical plans with a raised seal.
10. Electrical load calculations and riser diagram will be submitted with plans.
11. Three sets of current year energy calculations shall be submitted with plans.
12. If a commercial tenant 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.
13. A minimum 750-gallon grease interceptor is required when any type of food or beverage is being served/prepared.
14. All exterior windows and doors must meet the Florida Building Code 5th Edition (2014) 140 mph wind loads with appropriate exposure category. A Florida State Certified Architect or Engineer must seal specifications or submit test results.
15. Hood suppression system plans are required when any type of food or beverage is being served or prepared.
16. Any work in the Right of Way requires a permit from the City of Marco Island, Public Works Department.
17. Landscaping shall be installed as per the requirements of the approved SDP and inspected prior to issuance of Certificate of Occupancy.
18. Dumpster enclosure location is required to be noted on site plan.
19. All accessory structures must be permitted separately.
20. A spot survey will be required within 10 days after the approved slab inspection.
21. Check with the respective property owners association for deed restrictions.
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. Electrical, plumbing and mechanical permits are each \$0.10 per square foot of the gross square footage of the structure. The minimum fees shall be \$50.00 each. The fee for site work 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. 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.
27. 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 Representative: _____

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