



Commercial – Addition/Alteration
 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: _____

Addition/Alteration Data

	Addition	Alteration	
Building square ft.	_____	_____	ROW Permit? Yes___ No___
Electrical square ft.	_____	_____	Roof squares _____ Roof type _____
Plumbing square ft.	_____	_____	Fire square ft. _____ Site work square ft. _____
Mechanical square ft.	_____	_____	Existing Fire Sprinkler System? Yes___ No ___
Construction Type:	_____		
Required BFE_____NAVD	Actual BFE_____	NAVD	Flood Proofing Yes ___ No ___
Lot width:_____ft	Lot depth:_____ft	Lot area:_____SF	
Actual setbacks (feet): Front:_____	Rear:_____	Side:_____	Side:_____
Original A/C Sq Ft:_____	New A/C Sq Ft:_____		
New Bldg. footprint:_____	New gross Sq Ft:_____		
Bldg. depth:_____ Ft	Bldg width:_____ Ft	Bldg height:_____ Ft	

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:

_____ Structural	_____ Building envelope
_____ Architectural	_____ Plumbing
_____ Electrical	_____ Mechanical
_____ Electrical load calculations	

- THREE copies of the following must also be included for additions:

_____ Survey	_____ Site Plan
_____ Truss layouts and design loads	_____ Current year energy calculations

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. A total floor plan will be submitted with any tenant improvement. All new work will be clouded.
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. The Base Flood Elevation shall be noted on the large-scale section.
6. Substantial improvement will require the first floor of the structure to be at or above Base Flood Elevation (BFE). Or, the building may be flood-proofed to one foot above the required base flood elevation. An elevation certificate must be submitted. If the building is to be flood-proofed a flood-proofing certificate will also be required.
7. Other supporting documents, such as variances, surveys, conditional use permits, DEP permits, Health Department approval, and application for Certificate of Public Adequacy, and GDSP's must accompany your plans.
8. If the building or tenant space had a different occupancy type a letter from the Collier County Department of Transportation will be required to verify road impact fees or credits due.
9. All exterior windows and doors must meet the Florida Building Code 5th Edition (2014) 170 mph wind loads with appropriate exposure category for Category II Buildings. A Florida State Certified Architect or Engineer must seal specifications or submit test results.
10. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
11. Handicap Accessibility Code requires the 20% of the job cost be used to make the building more handicap accessible, per the Florida Building Code 5th Edition (2014), Chapter 11.
12. 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.
13. A minimum 750-gallon grease interceptor is required when any type of food or beverage is being served/prepared.
14. Fire System Shop drawings must be prepared, signed and sealed by a Florida certified engineer if the system exceeds 50 heads. A fire contractor may sign the plans if the system has less than 50 heads.
15. All plans must identify exit signs, emergency lighting, fire extinguishers, means of egress and fire rated walls and ceilings.
16. Alterations that exceed 50% of the assessed value of the structure will require upgrade of fire protection.
17. Hood suppression system plans are required when any type of food or beverage is being served or prepared.
18. If the electrical service is greater than 600 amps, an Electrical Engineer must design and sign the electrical plans with a raised seal.
19. Electrical load calculations and riser diagram will be submitted with plans.
20. Three sets of current year energy calculations must be submitted with plans.
21. Driveway width and setbacks must be noted on the site plan when a new driveway is to be installed. Check to see if a driveway permit is to be acquired from the City of Marco Island, Collier County, or the State of Florida.
22. All accessory structures must be permitted separately.
23. Spot survey will be required 10 days after the approved slab inspection for additions that increase the building footprint.
24. One application must be filled out with the original signature of the qualifier who is pulling the permit.
25. 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, with a minimum of \$60.00. Fire review and fire prevention (inspection) fees are assessed at the current adopted rate.
26. 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.
27. 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.
28. 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.
29. 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