



Miscellaneous Permit  
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): \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Contractor Information**

Contractor: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Qualifier's name: \_\_\_\_\_ Job rep: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax/E-mail: \_\_\_\_\_

**Sub-Contractor Information**

(If applicable)

Electrical: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Address: \_\_\_\_\_

Plumbing: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Address: \_\_\_\_\_

Mechanical: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Address: \_\_\_\_\_

Roofing: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Address: \_\_\_\_\_

**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 copies of all appropriate plans. Three for Commercial.

**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. Plans size should be 24" x 36" or smaller, on standard paper. Plans must be to scale.
3. If engineering for the structure and materials being used is not on file, the contractor is responsible for supplying to the Building Department, drawings with the original signature and raised seal of the registered Florida Structural Engineer who is certifying the structure.
4. Contact the City of Marco Island Building Department for a list of current engineering on file.
5. Check with the respective property owners association for deed restrictions.
6. Owner-builders must sign an affidavit and supply homeowners insurance.
7. One application must be filled out with the original signature of the qualifier pulling the permit.
8. The fee for this permit depends on the scope of work. A plan check fee of 25% of the permit fee will be charged at the time of application. This fee is not refundable nor is it credited to any other fee.
9. 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.

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