



Site 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: _____

Note: Work in the Right-of-Way requires a ROW permit.

Description of work

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:

- _____ Plans must show setbacks, dimensions, materials and grades.
- _____ Plans must show lot drainage: gradually sloped away from the building to effectively drain water away and be managed through roof guttering or earth grading.
- _____ Commercial plans must also show parking, handicap information, and fire department access details.
- _____ Two sets of plans are required for single family.
- _____ Three sets of plans are required for commercial & multi-family projects.

Regulations

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. New driveways, driveway modification, sidewalks or sidewalk modifications, or any other non-pervious site applications require a permit.
3. Irrigation re-work and landscaping work are excluded from permit but must meet applicable codes.
4. Vehicle access facilities shall be stabilized and compacted.
5. Vehicle access facilities shall have a minimum setback of seven and one-half (7.5) feet from any property line for front loading garages or five (5) feet for side-loading garages.

6. The fee for a site work permit is \$0.02 per square foot of the work area requested, with a minimum of \$60.00.
7. New driveways, driveway replacements, and driveway modifications for one and two family properties: \$100.00 flat fee.
8. Irrigation Systems: \$60.00 flat fee for one and two family. \$100.00 for commercial.
9. The plan review fee, when required, will be 50% of the permit fees.
10. For work in the Right-of-Way see Chapter 42, Marco Island Ordinance. Any work performed in the right-of-way will require a Right-of-Way permit.
11. On commercial projects Fire review and inspection fee may also be applied, at rates determined by the current Fire Prevention fee schedule.
12. 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.
13. Permits to clear a lot or add fill to a lot must be reviewed by the Building Department even when a State Permit has been issued.
14. All areas that are disturbed by construction activity shall re-graded and satisfactorily ground covered prior to the final inspection. See Marco Island Administrative Construction Code Sec. 103.2.1.1.
15. All accessory structures, such as shed, chickee huts, fences, and fountains are required to be permitted separately.
16. Any electrical work requires a separate electric permit.

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