



NOTICE TO CONTRACTORS



Date: 12/1/15

Subject: City of Marco Island Building Services – Paperless Permitting.

In an effort to reduce paper consumption, and paper storage, the Building Services Division is going paperless January 1, 2016.

What this means is that all paper documents submitted to the Division will be converted to digital format at the time of submittal and returned to the applicant. It also means that paper plans will not be issued to the consumer.

If the submittal is in paper format, the scanning surcharge will be applied to the permit along with the standard permit and plan review fees. This is the same surcharge already applied to paper submittals.

Training has been provided for the past two years, and will continue to be provided. Information for permit applicants and design professionals is available at the City website. Choose Government > Building Services > Citizen Access Portal. Additional training may be provided by appointment.

Currently the City takes payment by check, Visa or MasterCard, or cash, at the Division Office. Checks may be mailed in. Credit card payments may be made over the phone for a \$2.50 convenience fee (current credit card limit is \$1000.00 per permit.) An announcement will be made when online payment processing is turned on.

You may sign up for notices at eNotifications on www.cityofmarcoisland.com, go to Living and choose Subscribe to eNotifications

Building Official
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