



NOTICE TO CONTRACTORS



Date: April 4, 2011

Subject: New Forms for permits that require engineered plans.

From today forward Marco Island Building Services Division requires the completion and submittal of two new forms to be used for all permits that are required to have inspections performed by licensed design professionals.

Bear in mind that this process does not create additional inspections. It is only a means to standardize the process and assure that the essence of the law is met.

The first form, "Inspector's Pre-Permit Affidavit", must be submitted before permit issuance.

The second form, "Completion Affidavit", shall be required for permit completion. This form may be substituted for a signed and sealed letter on the design professionals letterhead, only when it includes the specific language as required on the, "Inspectors Pre-Permit Affidavit."

Regarding Seawall Permit:

- Seawall repairs or modifications requiring engineered plans: This rule will be effective for any permits submitted after 4/4/11.
- Seawall replacements: This rule will be effective for permits submitted after 5/31/11.

Please advise your engineers to show this information on the plan.

Thank you,

A handwritten signature in black ink, appearing to be "RA M." followed by a long horizontal stroke.