



COMMERCIAL – NEW PERMIT APPLICATION

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Job Information

Application Date: _____
 Tax/Folio #: _____ Permit #: _____
 Owner: _____ Job address: _____
 Mailing Address (if different): _____
 Contractor: _____ Phone: _____ Fax: _____
 Est. cost: _____ Total Sq. Ft: _____ Permit Expiration Date: _____
 SDP #: _____ SDP Approval Date: _____
 Legal Address Unit: _____ Block: _____ Lot: _____
 Description of Work: _____

Lot Data

Width: _____ ft Depth: _____ ft Area: _____ Sf Street frontage: _____ ft
 Actual Setbacks (feet): Front: _____ Rear: _____ Side: _____ Side _____
 Type of Lot (circle one) Vacant Existing Building demolished Demo Permit#: _____
 If Demo Lot Original A/C Sq Ft: _____ Original Sq Ft under roof: _____

Building Data

Bldg. Footprint: _____ SF Lot coverage: _____ % Gross Bldg. Area: _____ SF
 Bldg. Depth: _____ Bldg. Width: _____ Bldg. Height: _____ Site Work: _____ SF
 Floors: _____ Units: _____ Parking Spaces: _____ HC Parking: _____
 ROW? Yes ___ No ___ Roof Type: _____ # Sqs: _____
 Construction Type: I II III IV V Protected / Unprotected Sprinkled / Unsprinkled
 BFE Required: _____ NGVD BFE Actual: _____ NGVD

The following must be included with the application

- ? THREE completely assembled sets of rolled plans consisting of the following:
- | | |
|--|--|
| _____ Survey | _____ Site Development Plan |
| _____ Structural | _____ Plumbing |
| _____ Electrical (w/load calculations) | _____ Mechanical |
| _____ Architectural | _____ Site development plan |
| _____ Fire Protection | _____ Variances or DEP Approvals |
| _____ Truss layouts and design loads | _____ Current year energy calculations |
| _____ Landscaping | _____ Health Department approval |

Regulations and Information

1. City of Marco Island Building Services is regulated by the 2004 Florida Building Code. 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. If this site is located in a Special Flood Hazard Area, the finished floor elevation must meet the required Base Flood Elevation. An elevation or floodproofing certificate must be submitted within 21 days after the lowest floor of the building is in place. The Base Flood Elevation shall be noted in the large-scale section.
5. Other supporting documents, such as variances, surveys, conditional use permits, DEP permits, Health Department approval, application for Certificate of Public Adequacy, and GDSP's must accompany your plans.
6. Check with the respective property owners association for deed restrictions.
7. Fire System Shop drawings must be prepared, signed and sealed by a Florida registered engineer if the system exceeds 50 heads. A Fire Contractor may sign the plans if the system has less than 50 total heads.
8. All plans must identify exit signs, emergency lighting, fire extinguishers, means of egress and rated walls, floors and ceilings.
9. A spot survey will be required within 10 days after the approved slab inspection.
10. If electrical service is greater than 400 amps, an Electrical Engineer must design and sign the electrical plans with a raised seal.
11. Electrical load calculations are required to be submitted with plans.
12. Three sets of current year energy calculations must be submitted with plans.
13. 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.
14. A 750-gallon grease interceptor is required when any type of food or beverage is being served/prepared.
15. Hood suppression system plans are required when any type of food or beverage is being served or prepared.
16. All Right-of-Way work must be permitted with the City of Marco Island Public Works Department.
17. Dumpster location is required to be noted on site plan.
18. All accessory structures must be permitted separately.
19. Maximum building area must be calculated for any additions that increase the building footprint.
20. One application must be filled out with the original signature of qualifier pulling the permit.
21. Fee for this permit is \$0.35 per square foot of the gross square footage of the structure for the building permit. Electrical, plumbing, mechanical, and fire permits are each 0.05 per square foot of the gross square footage of the structure. The minimum fee shall be \$35.00.
22. A fee equal to 15% 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. Plan review fee will be collected at the time of application unless it is less than \$10.00.
23. The Electronic Data Conversion Surcharge, added to all permits, will equal 3% of the total permit cost, with a minimum charge of \$3.00 and a maximum charge of \$150.00.
24. 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 impact fees or credits due.
25. 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.
26. It is the contractor's responsibility to contact the Building Department when all final inspections are complete and obtain a Certificate of Occupation 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 Suppression: _____
Address: _____

State Cert/CC Comp Card #: _____

Fire Alarm: _____
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