



SINGLE FAMILY 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: _____ Est. time to complete job: _____
 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 Home demolished Demo Permit#: _____
 If Demo Lot Original A/C Sq Ft: _____ Original Sq Ft under roof: _____

Building Data

Model Home: (circle one) Yes No
 Footprint under roof: _____ Total Sq Ft Under Roof: _____ A/C Sq Ft: _____
 Bldg. depth: _____ Ft Bldg. width: _____ Ft Bldg. Height: _____ Ft
 Is a driveway permit needed? _____ Roof type: _____ Roof squares: _____
 Number of Bedrooms: _____ Number of Bathrooms: _____ Number of Floors: _____
 Construction Type: I II III IV V Protected / Unprotected Sprinkled / Unsprinkled
 BFE Required: _____ NGVD BFE Actual: _____ NGVD
 Impact Requirements met with (circle one) All Impact All Shutters Impact with Some Shutters
 Water Meter Size (circle one) 5/8x3/4" 1" 1-1/2" Larger than 1-1/2"
 Sanitary Waste System (circle one) Septic Sewer Septic Permit#(if known) _____

The following must be included with the application

Two completely assembled sets of rolled plans consisting of the all the documents as shown on the Required Plans Checklist. The checklist must be signed, notarized and submitted with your plans.

Be advised

As of November 7th, 2003, water and sewer fees are paid at the Building Department. After the fees are paid at the Building Department the meter may be ordered from Marco Island Utilities.

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.

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. One application must be filled out with the original signature of the qualifier who is pulling the permit. Two complete sets of plans must be submitted with the application.
4. Owner-builders must sign an affidavit and supply homeowners insurance. To be an owner builder you must maintain the home as your residence for a minimum of two years after CO. You must be present for the permitting process, the construction process, the inspection process, and at CO.
5. A Florida certified design professional must sign and seal all plans for structural components.
6. If this site is located in a Special Flood Hazard Area, the finished floor elevation must meet the required Base Flood Elevation. An elevation certificate must be submitted within 21 days after the lowest floor of the building is in place. The BFE shall be noted on the large-scale section.
7. 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.
8. Spot Survey is required within 10 days after the approved slab inspection, Final Survey before CO.
9. Spot Elevation Certificate is required with the spot survey, Final Elevation Certificate before CO.
10. All exterior windows and doors must meet the 2004 Florida Building Code 140 mph wind loads with appropriate exposure category. A Florida State Certified Architect or Engineer must seal specifications or submit test results.
11. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
12. Electrical service greater than 400 amps, must be designed and sealed by an Electrical Engineer.
13. Electrical plans must be submitted. Include riser diagram, load calculations, panel schedule, panel location, locations of electrical devices and smoke detectors.
14. Plumbing plans must be submitted. Include the sanitary riser diagram and vent sizes. Show location of traps, fixtures, and building drain locations. Show water heater location, T&P and pan drain location.
15. Mechanical plans must be submitted. Show all ducts, duct sizes, condensate line locations and all exhaust locations. Two sets of current year energy calculations must be submitted with plans.
16. Submit a R-O-W application along with one additional driveway plan. Driveway width and setbacks must be noted on the site plan when a new driveway is to be installed.
17. Accessory structures must be permitted separately. Pool may be applied for with the house if the pool plans are included and a pool application is submitted.
18. If a house was previously on the site, note the demolition permit number on the application.
19. Fee for this permit is \$0.35 per square foot under roof. (Roof and driveway up to the R-O-W, under 150 sq. ft. are included).
20. Fee for Electrical, Plumbing and Mechanical permits are each \$0.05 per square foot of the gross square footage of the structure. The minimum fee shall be \$35.00 per trade.
21. Plan Review Fee is 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.
22. 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.
23. 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.
24. It is the contractor's responsibility to contact the Building Department when all final inspections are complete and obtain a Certificate of Occupancy or a Certificate of Completion.
25. Landscaping, at a minimum, shall include one tree per 2500 square feet of lot area. The lot and the Right-of-Way area shall be improved and landscape material shall be irrigated, prior to Certificate of Occupancy, to protect the surrounding areas from erosion. Per C.C.L.D.C. sec 2.4.

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 #: _____

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 _____, 200____, 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