



MULTI-FAMILY NEW PERMIT APPLICATION

3

Job Information

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

Lot Data

Width: _____ ft Depth: _____ ft Area: _____ SF Lot coverage: _____ %
 Actual Setbacks (feet): Front: _____ Rear: _____ Side: _____ Side: _____

Building Data

Footprint(under roof): _____ Total Sq Ft Under Roof: _____ A/C Sq Ft: _____
 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
 Required BFE _____ NGVD Actual BFE _____ NGVD

The following must be included with the application

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

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. 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.
5. 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.
6. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
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. If electrical service is greater than 400 amps, an Electrical Engineer must design and sign the electrical plans with a raised seal.
10. Electrical load calculations will be submitted with plans.
11. Three sets of current year energy calculations shall be submitted with plans.
12. If a commercial tenant 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.
13. A 750-gallon grease interceptor is required when any type of food or beverage is being served/prepared.
14. 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.
15. Hood suppression system plans are required when any type of food or beverage is being served or prepared.
16. Any work in the Right of Way requires a permit from the City of Marco Island, Public Works Department.
17. Landscaping, at a minimum, shall include one tree per 3000 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.
18. Dumpster location is required to be noted on site plan.
19. All accessory structures must be permitted separately.
20. A spot survey will be required within 10 days after the approved slab inspection.
21. Check with the respective property owners association for deed restrictions.
22. One application must be filled out with the original signature of qualifier pulling the permit.
23. 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.
24. 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.
25. 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.
26. 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.
27. 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.

Prime Contractor Information

Contractor: _____

State Cert/CC Comp Card #: _____

Address: _____

Phone #: _____

City: _____

State: _____ Zip: _____

Job Representative: _____

Sub-Contractor Information

Electrical: _____

State Cert/CC Comp Card #: _____

Address: _____

Mechanical: _____

State Cert/CC Comp Card #: _____

Address: _____

Plumbing: _____

State Cert/CC Comp Card #: _____

Address: _____

Roofing: _____

State Cert/CC Comp Card #: _____

Address: _____

Fire Suppression: _____

State Cert/CC Comp Card #: _____

Address: _____

Fire Alarm: _____

State Cert/CC Comp Card #: _____

Address: _____

Miscellaneous Information

Architect/Engineer: _____

Phone #: _____

Address: _____

City: _____

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