



# Single Family – Addition/Alteration Building Permit

Florida Building Code 8th Edition (2023)  
Florida Fire Prevention Code 8th Edition

# 6

**Job Information** Application Date: \_\_\_\_\_ Est. cost: \_\_\_\_\_ Permit #: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Job Address: \_\_\_\_\_

Legal: Sub/Unit/Blk/Lot: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Mailing Address (if different): \_\_\_\_\_

## Primary Contractor Information

Contractor: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Address/Email/Phone: \_\_\_\_\_

Job Representative Contact Info: \_\_\_\_\_

## Description of Work

\_\_\_\_\_

## Lot Data

Width: \_\_\_\_\_ Ft Depth: \_\_\_\_\_ Ft Area: \_\_\_\_\_ Sf Street frontage: \_\_\_\_\_ Ft

Actual Setbacks (feet): Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_

Type of Lot: Vacant ☐ Existing Building Demolished ☐ Demo Permit ☐ # \_\_\_\_\_

If Demo Lot Original A/C Sq Ft: \_\_\_\_\_ Original Sq Ft Under Roof: \_\_\_\_\_

## Building Data

Addition Total Sf: \_\_\_\_\_ Addition A/C Sf: \_\_\_\_\_

Remodel Total Sf: \_\_\_\_\_ Remodel Sf Non-A/C to A/C area: \_\_\_\_\_

Bldg. Depth: \_\_\_\_\_ Bldg. Width: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_

Site Work Sf: \_\_\_\_\_ Bldg Footprint: \_\_\_\_\_ Lot coverage: \_\_\_\_\_ % Parking Spaces: \_\_\_\_\_ HC Parking: \_\_\_\_\_

Roof Type: \_\_\_\_\_ # Sqs: \_\_\_\_\_ Construction Type: \_\_\_\_\_

DFE Required: \_\_\_\_\_ NAVD DFE Actual: \_\_\_\_\_ NAVD

*A separate Right-of-Way permit is required for all work in the public right of way.*

**The following must be included with the application** An electronic set of plans consisting of at least the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Plan Documents Checklist                            | <input type="checkbox"/> Impervious Surface Worksheet          |
| <input type="checkbox"/> Structural & Architectural Plans                    | <input type="checkbox"/> Variances                             |
| <input type="checkbox"/> Florida Product Approval/Miami-Dade Noa Index Sheet | <input type="checkbox"/> Survey                                |
| <input type="checkbox"/> Truss Layouts and Design Loads                      | <input type="checkbox"/> Other Agency Approvals                |
| <input type="checkbox"/> Electric & Load Calculations                        | <input type="checkbox"/> Erosion & Sediment Control (ESC) Plan |
| <input type="checkbox"/> Plumbing Mechanical & Energy Calculations           |  |

**Be advised that 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 Florida Building Code 8th Edition (2023). For more information about the code or to purchase the code, visit <http://www.floridabuilding.org>
2. Visit [www.cityofmarcoisland.com/CSS](http://www.cityofmarcoisland.com/CSS) for more information about how to submit for permit.
3. Plans must be to scale with a minimum of 3/16" = 1'.
4. If this site is located in a Special Flood Hazard Area, the finished floor elevation must meet the required Design Flood Elevation. An elevation certificate must be submitted. The Base Flood Elevation shall be noted on the large-scale section.
5. Substantial improvement will require the first floor of the structure to be at or above Design Flood Elevation (DFE). An elevation certificate must be submitted if the structure is being substantially improved.
6. Please click on this [link](#) for more information regarding the floodplain regulation permit requirements.
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. Check with the respective property owners association for deed restrictions.
9. Show setbacks on the site plan when additions will occur.
10. Owner-builders must sign an affidavit, reside at that location, and supply homeowners' insurance.
11. All Florida Product Approvals and Miami Dade Notice of Acceptance information must be provided in our [Florida Product Approval/Miami-Dade NOA - Index Sheet](#).
12. Provide roof and floor truss layout sheets with reactions greater than or equal to 5000# and uplift greater than or equal to 1000#. Show any additional loads imposed by equipment and/or storage.
13. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
14. A total floor plan must be submitted with any interior remodeling. Work areas will be clouded.
15. If the electrical service is greater than 600 amps or greater, an Electrical Engineer must design and sign the electrical plans with a raised seal.
16. Electrical load calculations and riser diagram are required to be submitted with plans.
17. A set of current year energy calculations must be submitted with plans.
18. Driveway width and setbacks must be noted on the site plan when a new driveway is to be installed. Any work in the Right of Way requires a permit from the City of Marco Island, Public Works Department.
19. All accessory structures must be permitted separately.
20. One application must be filled out with the original signature of the qualifier who is pulling the permit.
21. Fee for this permit is \$0.60 per square foot of addition/alteration area. Fee for Electrical, Plumbing and Mechanical trades are each \$0.20 per square foot of addition/alteration area. The minimum trade fee shall be \$77.00 per trade. The roof permit fee is \$5.00 per roof square (100 sq ft.).
22. Any driveway permit fee will be \$107.00. Separate Right of Way permits will be issued at a rate equal to the current adopted fee.
23. A fee equal to 38% 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.
24. The Electronic Data Conversion Surcharge, added to all permits, will equal 5% of the total permit cost, with a minimum charge of \$5.00 and a maximum charge of \$300.00. The fee is capped at \$100.00 if the documents are also submitted in electronic format.
25. A spot survey & spot elevation certificate must be submitted to the Building Department within 10 days of the approved slab inspection.
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.

**Job Information** Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Sub-Contractor Information** (Enter Company Name, License Number, and Address.)

Electric: \_\_\_\_\_

Plumbing: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Roofing: \_\_\_\_\_

**Design Professional Information** (Enter Name, License Number, and Address.)

Architect: \_\_\_\_\_

Engineer: \_\_\_\_\_

**Miscellaneous Information** (Enter Company name and Address.)

Fee Simple Title Holder: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Mortgage Lender: \_\_\_\_\_

**Additional Portal Access Permission**

I am authorizing the general contractor for this project \_\_\_\_\_, and/or permitting service \_\_\_\_\_, to have full access to this permit via the Citizens Self Service Portal. I acknowledge that I am solely responsible for managing any/all permits applied for under my license.

**Voluntary Owner Contact Info**

If the property owner for this project would like to be copied on City emails related to this permit add their email here. Owner's Email

Address: \_\_\_\_\_

**Job Information** Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

**Owner's Affidavit** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Print Name of Owner or Agent for Owner

\_\_\_\_\_  
Signature of Owner or Agent for Owner

State of \_\_\_\_\_ 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,

by means of ☐ physical presence or ☐ online notarization.

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary

**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 105.5 of the Marco Island Administrative Construction Code for information regarding the permit expiration date.
- I will provide the Florida DBPR - Florida Lien Law statement to the person whose property is subject to attachment.

\_\_\_\_\_  
Print Name of Licensed Contractor

\_\_\_\_\_  
Signature of Licensed Contractor

State of \_\_\_\_\_ 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,

by means of ☐ physical presence or ☐ online notarization.

\_\_\_\_\_  
Signature, Notary Public – State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary