



# Single Family – New Building Permit

# 5

Florida Building Code 8th Edition (2023)  
Florida Fire Prevention Code 8<sup>th</sup> Edition

**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**

Bldg. Footprint: \_\_\_\_\_ Sf A/C Area: \_\_\_\_\_ Sf Gross Bldg. Area: \_\_\_\_\_ Sf

Bldg. Depth: \_\_\_\_\_ Bldg. Width: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_ # of Floors: \_\_\_\_\_ Units: \_\_\_\_\_

# Of Bathrooms: \_\_\_\_\_ # Of Bedrooms: \_\_\_\_\_ Site Work Sf: \_\_\_\_\_ Lot Coverage: \_\_\_\_\_

Roof Type: \_\_\_\_\_ # of Sqs: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Water Meter size: \_\_\_\_\_

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

Exterior Openings:  All Impact  Impact & Impact Shutters  Impact Shutters

*A separate Right-of-Way permit is required for all new single-family homes, except properties on private roads.*

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

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

**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. Required plan size is 24" x 36". Plans must be to scale with a minimum of 3/16" = 1'.
4. One application must be filled out with the original signature of the qualifier who is pulling the permit.
5. Owner-builders must sign an affidavit and supply homeowner's insurance. To be an owner builder, you must maintain the home as your residence for a minimum of one year after CO. You must be present for the permitting process, the construction process, the inspection process, and at CO.
6. A Florida certified design professional must sign, and seal all plans for structural components.
7. 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 after the lowest floor of the building is in place and prior to further vertical construction. The DFE shall be noted on the large-scale section.
8. Please click on this [link](#) for more information regarding the floodplain regulation permit requirements.
9. All materials used below the required base flood elevation must be flood resistant (FEMA TB-2).
10. Spot Survey is required within 10 days after the approved slab inspection, Final Survey before CO.
11. Spot Elevation Certificate is required with the spot survey, Final Elevation Certificate before CO.
12. 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.
13. All exterior windows and doors must meet the Florida Building Code 8th Edition (2023) 170 mph wind loads with appropriate exposure category. All Florida Product Approvals and Miami Dade Notice of Acceptance information must be provided in our [Florida Product Approval/Miami-Dade NOA - Index Sheet](#).
14. 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.
15. Plans for structural components must be designed, signed, and sealed by a Florida State Certified Design Professional.
16. Electrical service greater than 600 amps, must be designed and sealed by an Electrical Engineer.
17. Electrical plans must be submitted. Include riser diagram, load calculations, panel schedule, panel location, locations of electrical devices, smoke detectors and carbon monoxide detectors.
18. Plumbing fixtures, building drain locations, and the water heater location must be shown on plan. Per FBC P 607.2, recirculating or heat-traced piping may be required.
19. Mechanical equipment and all exhaust equipment locations must be shown on plans. A set of current year energy calculations must be submitted with plans.
20. 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.
21. 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.
22. If a house was previously on the site, note the demolition permit number on the application.
23. Fee for this permit is \$0.60 per square foot under roof. Fee for Electrical, Plumbing and Mechanical permits are each \$0.25 per square foot of the gross square footage of the structure. The minimum fee shall be \$77.00 per trade. The driveway permit fee will be \$107.00. The roof permit is \$5.00 per roof square (100 sq ft.). The separate Right of Way Permit will be \$200.00.
24. Plan Review Fee is 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.
25. As of November 7<sup>th</sup>, 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.
26. 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 Occupancy 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.
28. 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.

**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 a 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