



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

20

**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:** \_\_\_\_\_

**Notice:** *A separate Right-of-Way permit is required for all construction, planting, or disturbance of the public right of way.*

**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.**

**Work being performed**

Commercial ☐ Single Family ☐ Square footage of site work: \_\_\_\_\_ Impervious Surface Ratio: \_\_\_\_\_

If the work is being performed in conjunction with another project, list that permit number: \_\_\_\_\_

Driveway replacement ☐ Driveway modification ☐ Driveway materials: \_\_\_\_\_

Walkways ☐ Walkway materials: \_\_\_\_\_

Retaining walls ☐ Retaining wall materials: \_\_\_\_\_

Irrigation: New ☐ Replacement ☐ Modification ☐ (Use the Irrigation permit type in the portal.)

Grading work NOT associated with a current construction permit ☐

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

- ☐ Site plan showing setbacks, dimensions, materials and grades.
- ☐ Lot drainage plan: Show grade gradually sloped away from the building to effectively drain water away and be managed through roof guttering or earth grading.
- ☐ Commercial plans must also show parking, handicap information, and Fire Department vehicle access details.
- ☐ Impervious surface worksheet.

**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. New driveways, driveway modification, sidewalks or sidewalk modifications, or any other non-pervious site applications require a permit.
4. Irrigation re-work and landscaping work are excluded from permit but must meet applicable codes.
5. Vehicle access facilities shall be stabilized and compacted.
6. Vehicle access facilities shall have a minimum setback of seven and one-half (7.5) feet from any property line for front loading garages or five (5) feet for side-loading garages.

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

7. The fee for a site work permit is \$0.01 per square foot of the work area requested, with a minimum of \$92.00.
8. New driveways, driveway replacements, and driveway modifications for one and two-family properties: \$107.00 flat fee.
9. Irrigation Systems: \$67.00 flat fee for one and two family. \$94.00 for commercial.
10. The plan review fee, when required, will be 38% of the permit fees.
11. For work in the Public Right-of-Way see Chapter 42, Marco Island Ordinance. Any work performed in the right-of way will require a Right-of-Way permit.
12. Irrigation in the public right of way for new construction single family will be verified with the right-of-way permit for the new home.
13. All other irrigation in the public right of way will be permitted with a separate right-of-way permit.
14. On commercial projects Fire review and inspection fee may also be applied, at rates determined by the current Fire Prevention fee schedule.
15. Permits to clear a lot or add fill to a lot must be reviewed by the Building Department even when a State Permit has been issued.
16. All areas that are disturbed by construction activity shall re-graded and satisfactorily ground covered prior to the final inspection. See Marco Island Administrative Construction Code Sec. 103.2.1.1.
17. All accessory structures, such as shed, chickee huts, fences, and fountains are required to be permitted separately.
18. Any electrical work requires a separate electric permit.

**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