

## City of Marco Island – Book Permitting Process – updated 3/5/2013

### Step one:

Provide payment to the Building Service Division with your request for a specific amount of permits by type.

### For example:

10 A/C Replacement permits at \$79.00 each = \$790.00

10 Water Closet replacement permits at \$29.00 each = \$290.00

Note that we are not charging the EDC charge for permits that cost less the \$100.00.

### Step two:

You will receive a receipt that will list all of the permit numbers. That e-mail will indicate the allowable permit type for each permit number range. In CAP the permit will have a status of Book Permit – NOT ISSUED. There will be no description of work and no owner in the permit.

### Step three:

Send permit applications to us at [permitsubmittals@cityofmarcoisland.com](mailto:permitsubmittals@cityofmarcoisland.com)

Indicate the Book Permit number that you want to use for the permit

### Step four:

Once your application is entered into the system you will receive an e-mail from us:

- If it is a book permit the permit status will be changed in CAP to Permit Active and you will also receive instructions to download the permit, inspection card and any applicable plans from the Citizen Access Portal
- If there are plans to be reviewed your e-mail will contain instructions for attaching your plans via the eReview Portal. If you are submitting documents signed by an architect or engineer be sure to read the eReview Guide for more details.

### Step ten:

Use CAP to schedule inspections, monitor permit progress and obtain Certificate of Completion.

Hot Tip #1 Make sure we have a valid e-mail on record for you because we will contact you via e-mail first whenever possible.

Hot Tip #2 Use the read receipt function in your e-mail so you know for sure when we open your e-mail.