



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

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**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**

\_\_\_\_\_

**Project Information**

Concrete only Yes ☐ No ☐ Concrete with railing/screen-wall work Yes ☐ No ☐ Like for Like: Yes ☐ No ☐

Concrete with resetting existing windows/doors: Yes ☐ No ☐ (New windows/doors must be permitted separately.)

Design Professional Inspected: Yes ☐ No ☐ If yes, provide [Design Professional – Inspection Pre-Permit Affidavit](#).

If the scope is more than one building, a separate permit may required for each building. Contact the Building Department with a phasing plan prior to submitting for permit.

# of Floors affected: \_\_\_\_\_

Units/Common areas: \_\_\_\_\_

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

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

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

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

- |  |  |
|--|--|
| <input type="checkbox"/> Structural  | <input type="checkbox"/> Elevation Certificate or FEMA Job Value forms |
| <input type="checkbox"/> Architectural                                       | <input type="checkbox"/> Other Agency Approvals                        |
| <input type="checkbox"/> Fire Protection/Life Safety                         | <input type="checkbox"/> Erosion & Sediment Control (ESC) Plan         |
| <input type="checkbox"/> Florida Product Approval/Miami-Dade Noa Index Sheet |  |

**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**

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

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 <https://www.cityofmarcoisland.com/CSS> for more information about how to submit for permit.
3. The City of Marco Island permit checklist must be completed and submitted with review plans.
4. Follow this [link](#) for more information regarding the floodplain regulation permit requirements.
5. Other supporting documents, such as variances, surveys, conditional use permits, DEP permits, must accompany your plans.
6. Check with the respective property owner's association for deed restrictions.
7. All wall systems and roof systems must meet the Florida Building Code 8th Edition (2023) wind loads with appropriate exposure category factored. Category II = 170 mph, Category III = 185mph & Category IV = 190 mph. Structural components must be certified by a Florida licensed design professional.
8. All Florida Product Approvals and Miami Dade Notice of Acceptance information must be provided in our [Florida Product Approval/Miami-Dade NOA - Index Sheet](#).
9. All Right-of-Way work must be permitted with the City of Marco Island Public Works Department.
10. Resetting existing windows/doors may be done on this permit. Replacing with new windows/doors must be permitted separately.
11. Replacing/resetting railings may be included in this permit if not contracted separately.
12. One application must be filled out with the original signature of qualifier pulling the permit.
13. Fee for this permit is determined by the scope of work and whether the work is Engineer Certified instead of inspected by the City. If inspected by the City the rate is the normal rate for Commercial or Residential construction. If Engineer Certified the rate is \$178.00 plus Plan Review fee of 38%. For the full fee schedule see the Resources page of the Building Services website.
14. 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.

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

Sub-Contractor: \_\_\_\_\_

**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 permit 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