



Chickee Permit  
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**

\_\_\_\_\_

**Work being performed**

Commercial  Single-Family

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

**Definition of Chickee Hut**

FS 553.73(10)(i) Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has an attached roof of palm or palmetto, or other traditional materials, and that does not incorporate any electrical, plumbing, or other nonwood features. *If your project consists of electric, plumbing, or other nonwood features, it would be considered a shade structure, rather than a chickee hut, and should be permitted accordingly.*

**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.**

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

- Site Plan showing the setbacks and location of the chickee. (Single Family & Commercial)
- Site Plan should include enough information about the construction indicating that it meets FS 533.73(10)(i).

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

**Regulations and Information**

1. Plan size should be 24X 36 or smaller. Plans must be to scale.
2. Visit [www.cityofmarcoisland.com/CSS](http://www.cityofmarcoisland.com/CSS) for more information about how to submit for permit.
3. Chickees may be permitted in rear yard setback areas by the approval of a conditional use permit.
4. Chickees may not be enclosed, must be constructed of natural materials, may not obstruct the view or interfere with the privacy of an adjacent neighbor, and may be used only to provide shade or serve as a decorative architectural element.
5. Chickees may not be used as a carport, storage shed, boat shelter, or the like.
6. Chickees located in commercial areas have additional requirements.
7. The application must be filled out with the original signature of qualifier pulling the permit.
8. Contact the respective property owner’s association for deed restrictions on any exterior work.
9. The fee for this permit is a flat fee of \$103.00. There may be additional Fire Review fees.
10. A plan review fee of 38% of the building permit fee will be charged at the time of application. This fee is not refundable nor is it credited to any other fee.
11. A spot survey will be required prior to issuance of the Certificate of Completion.

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

Chickee Hut Sub: \_\_\_\_\_

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

**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