



Commercial – Addition/Alteration Building Permit

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Florida Building Code 8th Edition (2023)
Florida Fire Prevention Code 8th 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

Addition Total Sf: _____ Addition A/C Sf: _____

Remodel Total Sf: _____ Remodel Sf Non-A/C to A/C area: _____

Bldg. Depth: _____ Bldg. Width: _____ Bldg. Height: _____

of Floors: _____ Units: _____ ROW: Yes ☐ No ☐ If yes, a separate permit is required.

Site Work: _____ Sf Lot Coverage: _____ % Parking Spaces #: _____ HC Parking Spaces #: _____

Roof Type: _____ # of Sqs: _____ Construction Type: _____

Flood Proofing: Yes ☐ No ☐ DFE Required: _____ NAVD DFE Actual: _____ NAVD

Construction Type per Table 601 FBC (select one): IA ☐ IB ☐ IIA ☐ IIB ☐ IIIA ☐ IIIB ☐ IV ☐ VA ☐ VB ☐

Does the structure contain Fire Sprinklers: ☐ Fully ☐ Partial ☐ None

Does the structure contain a Fire Alarm System: ☐ Fully ☐ Partial ☐ None

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

- | | |
|--|--|
| <input type="checkbox"/> Plan Documents Checklist | <input type="checkbox"/> Electric & Load Calculations |
| <input type="checkbox"/> Structural | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Mechanical & Energy Calculations |
| <input type="checkbox"/> Fire Protection/Life Safety | <input type="checkbox"/> Approved Site Development Plan and/or Variances |
| <input type="checkbox"/> Florida Product Approval/Miami-Dade Noa Index Sheet | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Truss Layouts and Design Loads | <input type="checkbox"/> Other Agency Approvals |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> 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 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. Please click on this [link](#) for more information regarding the floodplain regulation permit requirements.
5. 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.
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. Fire System Shop drawings must be prepared, signed and sealed by a Florida registered engineer if the system exceeds 50 heads. A Fire Contractor may sign the plans if the system has less than 50 total heads.
10. All plans must identify exit signs, emergency lighting, fire extinguishers, means of egress and rated walls, floors and ceilings.
11. A spot survey and spot elevation certificate will be required within 10 days after the approved slab inspection.
12. If electrical service is greater than 600 amps, an Electrical Engineer must design and sign the electrical plans with a raised seal.
13. Electrical load calculations and riser diagram are required to be submitted with plans.
14. Current year energy calculations must be submitted with plans.
15. If the occupant serves or prepares any type of food or beverage, the plans must comply with the Department of Business and Professional Regulation Division of Hotels and Restaurants.
16. A minimum 750-gallon grease interceptor is required when any type of food or beverage is being served or prepared.
17. Hood suppression system plans are required when any type of food or beverage is being served or prepared.
18. All Right-of-Way work must be permitted with the City of Marco Island Public Works Department.
19. Dumpster enclosure location is required to be noted on site plan.
20. All accessory structures must be permitted separately.
21. Per FBC Existing Section 1001.3, a new certificate of occupancy shall be issued where a change of occupancy occurs.
22. Maximum building area must be calculated for any additions that increase the building footprint.
23. One application must be filled out with the original signature of qualifier pulling the permit.
24. Fee for this permit is \$0.60 per square foot of the gross square footage of the structure for the building permit. The associated electrical, plumbing and mechanical permits are each \$0.20 per square foot of the gross square footage of the structure, with a minimum of \$77.00. The roof permit is \$5.00 per roof square (100 sq ft.). The site work permit is \$0.01 per square foot, minimum \$92.00. Fire review and fire prevention (inspection) fees are assessed at the current adopted rate.
25. A fee 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.
26. The Electronic Data Conversion Surcharge, added to all permits, will equal 5% of the total permit cost, with a minimum charge of \$5.00 and a maximum charge of \$300.00. The fee is capped at \$100.00 if the documents are also submitted in electronic format.
27. If the building or tenant space had a different occupancy type, a letter from the Collier County's Impact Fee Coordinator will be required to verify impact fees or credits due.
28. A 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 Occupation or a Certificate of Completion is issued.
29. 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.
30. Review the [Commercial Building Permit and Commercial Zoning Certificate Checklist](#)

Job Information Address: _____ Permit #: _____

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

Electric: _____

Plumbing: _____

Mechanical: _____

Roofing: _____

Fire: _____

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 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