

Commercial Building Permit – Before You Apply

Before You Sign, Make Sure it's Fine!

Zoning Verification – New Business, Business Relocation, Business Expansion, Business Remodel, Change of Ownership

- Meet with **Growth Management Department** regarding allowed/proposed use per Sec. 30-66 of the Land Development Code (LDC).
Contact: (239) 389-5000 or gmhelp@cityofmarcoisland.com
- Review Sec. 30-488 of the LDC for parking requirements based on use.
- Obtain a copy of the Collier County or City of Marco Island approved Site Development Plan. If there is no site plan on record, a Site Improvement Plan is required per Sec. 30-677 of the LDC.
- Meet with **City Utilities Department** regarding grease damage prevention if applicable (food related use).
- Consult with the **Fire Rescue Department** regarding fire & life safety requirements.

The Marco Island Fire Rescue Department requires a life safety plan (space evaluation/floor plan) to be submitted with all applications to determine if the tenant space, or occupancy, is suitable for the new tenant as it pertains to the Florida Fire Prevention Code. A life safety plan is a floor plan showing all Life Safety items such as, but not limited to, the occupant load, travel distance to exits, fire extinguishers, fire suppression systems, fire alarm systems, emergency lights, exit signs, fire rated assemblies for separation of occupancy, and provisions for the required means of egress. It is recommended that the floor plan is developed by a fire code consultant, licensed contractor, registered architect, or PE. **Contact (239)389-5040** or fire@cityofmarcoisland.com

- Meet with the **Finance Department** regarding impact fees if applicable. (increase in intensity)
- Provide proof all utility financial requirements have been met.
- Provide **Department of Professional Regulation (DBPR)** "Seating Change Form"
- Meet with the **Marco Island Civic Association** for any deed restrictions.
Contact: (239) 642-7778 or info@marcocivic.com

***Alert – An existing or new business may not be legal or allowed – Ask the Growth Management Dept. for a Zoning Verification Certificate.**

Existing Food Service Facility New Owner

If you plan to keep the same number of seats or less, no grease trap information is required. However, you will need to provide an Annual Grease Discharge Permit and the DBPR "Seating Change Form".

If increasing number of seats:

- Provide grease trap/interceptor sizing calculations from engineer or manufacturer of grease trap/interceptor using current Florida Plumbing Code.
- Provide seating chart inside and outside.
- Provide current interceptor/trap size and # of tanks _____/_____
- Provide specifications for selected model/s of interceptor/trap if installation of new interceptor/trap is required.
- Provide Annual Grease Damage Prevention Permit.
- Provide proof all utility financial requirements have been met.
- Provide DBPR "Seating Change Form"
- Provide a Life Safety plan as required by the Fire-Rescue Department with an occupant load factor table, pursuant to the FL Fire Prevention Code, section 101: Table 7.3.1.2.

Existing Food Service Facility Same Owner

Increasing number of seats:

- Provide specifications for selected model of interceptor/trap if installation of new interceptor/trap is required.
- Provide grease trap/interceptor sizing calculations from engineer or manufacturer of grease trap/interceptor using current Florida Plumbing Code.

- Provide a Life Safety plan as required by the Fire-Rescue Department with an occupant load factor table, pursuant to the FL Fire Prevention Code, section 101: Table 7.3.1.2.
- Provide seating chart inside and outside.
- Provide Annual Grease Damage Prevention Permit # _____
- Provide proof all utility financial requirements have been met.
- Provide DBPR "Seating Change Form"
- **Contact 239-389-3977 or Khayman@cityofmarcoisland.com**