



# Mechanical Building Permit

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

# 8

**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

**Notice:** If the scope of work is incidental to an alteration, addition, or change of use, it shall be included in the general contractor's permit.

## Work being performed

Commercial ☐ Single-Family ☐ **NOTE:** All commercial remodels, additions, and alterations require plan review.

Like for like replacement? Yes ☐ No ☐ Increase in System Size? Yes ☐ No ☐ If yes, add info to description of work.

Number of units being installed: \_\_\_\_\_ Number of units being replaced: \_\_\_\_\_

Heat Pump ☐ Refrigeration ☐ Mechanical Hood ☐

For Refrigeration or Mechanical Hood provide related permit numbers: \_\_\_\_\_

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

- ☐ A set of plans if the scope of work includes locating or relocating ductwork.
- ☐ A set of plans if the scope of work is not a "like for like" replacement.

**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.**

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

**Regulations and Information**

1. City of Marco Island Building Services is regulated by the Florida Building Code 8th Edition (2023), Mechanical. For more information about the code or to purchase the code, visit <http://www.floridabuilding.org>
2. Visit [www.cityofmarcoisland.com/CSS](http://www.cityofmarcoisland.com/CSS) for more information about how to submit for permit.
3. Mechanical plans must be submitted. Show all ducts, duct sizes, condensate line locations and all exhaust locations. Current year energy calculations must be submitted with plans.
4. All mechanical equipment shall be located above the required base flood elevation.
5. Clearances are required per manufacturer specifications. See Sec. 118.4 of the Marco Island Administrative Construction Code.
6. Failure to Provide these documents at or before inspection will result in a failed inspection:
  - a. Copy of AHRI or other efficiency rating of unit.
7. If the electrical service needs to be upgraded an electrical permit shall be required. You may add the electric work to this permit or have the electrician pull a separate, simultaneous permit.
8. Owner-builders must sign an affidavit and supply homeowners' insurance.
9. One application must be filled out with the original signature of the qualifier pulling the permit.
10. Ductwork replacement or alteration will require a plan review fee equal to 38% of the permit fee. This fee is not refundable nor is it credited to any other fee.
11. The fee for this permit is \$0.20 per square foot of the gross square footage of the structure. The minimum fee shall be \$75.00.
12. 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.

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

Mechanical: \_\_\_\_\_

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

**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