

New Single Family

Permitting Documents:

- ☐ Permit Application Form
- ☐ Construction Site Management Form & Plan
- ☐ Notification and Offer Form
- ☐ Notification and Offer Letters sent to adjacent owners with proof of mailing
- ☐ Right-of-Way permit application
- ☐ Driveway permit application

Plan Review Documents:

- ☐ Boundary Survey
- ☐ Site Plan
- ☐ Architectural Plans
- ☐ Structural Plans
- ☐ Electrical Plans
- ☐ Product Approvals/ NOA's
- ☐ Truss Layouts & Truss designs
- ☐ Storm Water Drainage Plan
- ☐ Water Meter Sizing Chart
- ☐ Sanitary Sewer Application
- ☐ Driveway diagram form

Regulations & Requirements:

Note: FBC requires 1-2 Family lowest floor Design Flood Elevation to be Base Flood Elevation plus 1 foot in all Flood Hazard Areas.

1. All permit applications must be submitted electronically through the City of Naples public portal.
2. A complete and sufficient application must contain the required documents outlined above and include all applicable city and/or government approvals, variances, conditional use permits, DRB approvals and GDSP's etc.
3. Other supporting documents including but not limited to, variances, conditional use permits, DRB approvals and GDSP's etc., may be required based on scope of work and location of the jobsite.
4. Dwellings and accessory structures intended for human habitation or use require structural drawings designed, signed, and bearing the digital seal of a FL registered Design Professional.
5. Plans produced by a design professional must be signed and sealed.
6. Drawings prepared by an Engineer require a 3rd Party verifiable digital signature.
7. All plans must identify all proposed work.
8. All plans must include a "Square Footage Legend" on the title page. This information must be broken down by "AC" and "Non-AC" square footage.
9. Architectural Plans must include:
 - a) Zoning District.
 - b) Site Plan with required setbacks and flood zone lines, if more than one zone per property.
 - c) Lot Size and coverage compliance calculations per zoning district requirements.
 - d) Spatial Perception Drawings.

- e) Building Elevations.
 - f) Flood Insurance rate information i.e. 12021C0581H 5/16/2012 A.E. 8.0.
 - g) Hydrostatic flood vent location, manufacturer specs, and complete calculations for each enclosed area below flood.
 - h) NAVD Elevations on Floor Plan.
 - i) Location of Mechanical Equipment.
 - j) Fireplace detail, if applicable.
 - k) Smoke/Carbon Monoxide Detectors as required (FBC R 314 & 315 & FL Statute 553.885).
 - l) Handicap bath access door, Minimum 29in clear on first floor.
 - m) Wall Section details (Foundation thru Roof)/Stair Details.
 - n) Garage Entry Door and Separation as per R309.
 - o) Egress Requirement (Sleeping Room).
 - p) Mechanical Equipment location within envelope.
10. Architectural floor plan must include floor and mechanical elevations, flood damage-resistant materials and flood vent information if applicable.
11. Electrical Plans must include:
- a) Energy Calculations.
 - b) Electrical load calculations with Panel Schedules and a Riser Diagram.
 - c) Plans that indicate an aggregate service capacity of more than 600 amps 240 Volts, shall be prepared by, and digitally signed by a Florida Registered Electrical Engineer.
12. A temporary power inspection will allow the power to be turned on, with the understanding that the areas under construction will not be occupied without a Certificate of Occupancy or Certificate of Completion.
13. Site Plan must include:
- a) Setbacks.
 - b) Flood zone information, if more than 1 flood zone goes through the property flood lines must be delineated on the plan.
 - c) Property easements.
 - d) City infrastructure (drainage pipes).
14. Structural Plans must include:
- a) Grade Beam, Footing, Slab, Column, and Tie Beam Schedules and Details.
 - b) Wind load designs per FBC R301 with exposure category/importance factor (170 wind speed). Wind speed may be interpolated according to wind speed map.
 - c) Truss plans, including special uplift connector schedule and truss design approval statement from a Registered P.E./Design Professional.
15. Title page must include the following information:
- Current flood map information i.e. FIRM #12021C0581H dated 05/16/2012 AE 9.0.
 - Elevations for average crown of road, lowest floor, living floor, and design floor, living floor and design flood, if applicable.
16. If fill is proposed in a Special Flood Hazard Area Zone AE or AH then the following information will be required. Location, the amount, type and source of fill material, compaction specifications, and a description of the intended purposes of the fill areas.
17. If fill is proposed in a Coastal High Hazard Area Zone VE then the following applies:
- a) The use of fill for structural support is prohibited
 - b) Non-structural fill shall be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters per code.

18. HVAC plans for projects with HVAC systems cost of more than \$125,000 are required to be designed, signed, and bearing the digital seal of a FL registered engineer.
19. Stormwater drainage/retention plans and specifications digitally signed and sealed by an appropriate design professional shall be submitted for review and approval. [City of Naples Code 16-115(b)(1)].
20. Storm Water drainage plan must meet the minimum requirements defined in the current Storm Water Ordinance.
21. Exterior windows and doors shall comply with FBC Residential wind loads and impact protection, opening pressures and Miami-Dade NOA or FL State Product Approvals are required.
22. Windows and glass doors within sight of the beach will comply with Section 52-61(b)(6) of the Code of Ordinances. Please provide manufacturer specifications to include the visual transmittance values (vT) as part of submission.
23. If the property is seaward of the Coastal Construction Control Line (CCCL) or within sight of the beach, all exterior lighting must comply with Section 52-61(b) of the Code of Ordinances. Please provide exterior lighting plan, manufacturer specifications for all proposed exterior fixtures and lamps, and a completed FWC fixture table.
24. If property is westward of the Coastal Construction Control Line (CCCL) proposed plans must correspond to the related City of Naples Coastal Construction Setback Permit (CCSL) permit.
25. Note any change in address for new construction on application and cover sheet (Corner Lots)
26. Port Royal (R-1-15A Zoning District) deed restrictions prohibit the installation of metal roof systems. Contractors should contact Port Royal Property Owners Association (239) 261-6472 for approval prior to permitting.
27. Driveway width and setbacks must be noted on the site plan when a new driveway is to be installed.
28. No inspections can be scheduled after slab is placed until an Elevation Certificate has been submitted to and approved by the City of Naples Building Department, and a Spot Survey has been submitted to and approved by the City of Naples Planning Department. Spot survey must be submitted within 10 days from slab pour. If vertical construction has started and spot survey has not been submitted, a stop work order will be issued until the spot survey has been approved.
29. All accessory structures must be permitted separately. Including but not limited to, generator fence, pool, screen enclosure, shutter.
30. A complete and sufficient application for a building permit is one which will have all the items required from the checklist above applicable as described, including approvals from all other city departments. Applications without all other department approvals will be denied.

Fees:

The fee for this permit is \$0.50 per square foot of the gross square footage of the structure. Minimum fee: \$150.00. Other required permits (electrical, plumbing, mechanical) \$0.10 per square foot of the gross square footage of the structure, with a minimum fee of \$125.00. Fee for site permit is \$0.02 per square foot of site work. A plan review fee, equal to 35% of permit fee, will be due at time of application. If plan review fee is less than \$30.00, it will be collected at time permit is issued, or upon withdrawal. The plan review fee is not refundable, nor is it credited to any other fee. Building permit surcharge is equal to \$0.01 per square foot. Electronic permit surcharge will be 6 % of the permit fee. A fee of \$100.00 will be charged for required fire plan review. Initial Required Building & Fire Code Inspections: \$60.00 each inspection. Zoning review fee: \$50.00, or \$0.05 per square foot of affected enclosed space, whichever is greater, for permits that include new or renovated square footage.

If any work is to be performed in the Public Right-of-Way, a \$150.00 Right-of-Way fee must be paid prior to review.

Building Permit Fee Schedule-Muni Code- Appendix A 16-52

https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOOR_CH16COREPRMARE_ARTIIAD_DIV2BUFE_S16-52PEFE

General Permitting Information:

1. All permit applications must be submitted electronically through the City of Naples public portal.
2. A complete and sufficient application must contain the required documents outlined on the permit checklist and include all applicable city and/or government approvals, variances, conditional use permits, DRB approvals and GDSP's etc.
3. If ownership of the property has recently changed a recorded Warranty Deed must be submitted.
4. Owner Builder must sign an affidavit.
5. Private Provider projects must submit Notice to Building Official.
6. Drawings prepared by an Engineer require a 3rd Party verifiable digital signature. All other design professionals may self-sign.
7. Projects west of the Coastal Construction Control Line (CCCL) may require prior approval from DEP and the City of Naples Natural Resource Manager.
8. Bald Eagle Nesting season occurs October 1st through May 15th. It is illegal to disturb nesting Bald Eagles. Contractors must comply with all requirements of the U.S. Bald & Golden Eagle Protection Act.
9. A Florida Department of Environmental Protection NPDES Construction General Permit is required for construction activities that disturb one acre or more of land or are part of a larger common plan of development. A copy of the Notice of Intent filed with FDEP must be provided to the City.
10. If the scope of work includes the planting of trees and shrubs, alterations to or construction of any driveways or driveway aprons, or any other work in the City Right of Way (ROW), a right of way permit application must be submitted, and the \$150 Right-of-Way fee will be required prior to review.
11. If a new driveway is proposed, or an existing driveway will be altered, a driveway permit application will be required as well as a driveway diagram form.
12. All work performed in a Multi-Family building required an approval letter from the HOA.
13. An approved Tree Alteration Permit is required before altering, trimming, disturbing, or removing any city tree per Muni Code Chapter 38.
14. Check/verify deed restrictions based on location of the jobsite, association approval may be required.
15. Call 48 hours before you dig. Call Sunshine 1-800-432-4770. It's the Law in Florida.
16. Copies of plans approved by the City of Naples must be available to the inspector at all job sites when requesting inspections.
17. All Contractor Licensing registration for the City of Naples is maintained by Collier County Contractor Licensing. To register or update license/insurance information, please contact them at (239) 252-2431.
1. It is the responsibility of the contractor to obtain a Certificate of Occupancy or a Certificate of Completion by contacting the Building Department once all final inspections are complete.