

# Guest House

## **Permitting Documents:**

- Permit Application Form (Accessory Dwelling Unit)
- Construction Site Management Form & Plan
- Notification and Offer Form
- Notification and Offer Letters sent to adjacent owners with proof of mailing

## **Plan Review Documents:**

- Architectural Plans
- Structural Plans
- Plumbing Plans
- Mechanical Plans
- Boundary Survey
- Site Plan w/ setbacks
- Truss Layouts & Design Loads
- Building Elevations
- Spatial Perception Drawings
- Construction Site Management Plan and Form
- Storm Water Drainage Plan
- Energy Calculations
- Product Approvals/ NOA's
- Electrical w/ load calculations, Riser Diagram and Panel Schedule
- Water Meter Sizing Chart
- Sanitary Sewer Application

## **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. 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.
2. Drawings prepared by an Engineer require a 3<sup>rd</sup> Party verifiable digital signature.
3. All plans must identify all proposed work.
4. 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.
5. 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).
  - c) Truss plans, including special uplift connector schedule and truss design approval statement from a Registered P.E./Design Professional.
6. 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) Flood Insurance rate information i.e. 12021C0581H 5/16/2012 A.E. 8.0
  - f) Hydrostatic flood vent location, manufacturer specs, and complete calculations for each enclosed area below flood.
  - g) NAVD Elevations on Floor Plan
  - h) Location of Mechanical Equipment
  - i) Fireplace detail, if applicable
  - j) Smoke/Carbon Monoxide Detectors as required (FBC-313.1 & FL Statute 553.885).
  - k) Handicap bath access door, Minimum 29in clear on first floor.
  - l) Wall Section details (Foundation thru Roof)/Stair Details
  - m) Electrical Plan, Load Calcs, Panel Schedule(s), Riser Diagram. (Provide item 13 if applicable)
  - n) FL. Registered P.E. signed and sealed for electrical service capacity greater than 600 amps 240 volts.
  - o) Garage Entry Door and Separation as per R309.
  - p) Egress Requirement (Sleeping Room).
  - q) Mechanical Equipment location within envelope.
7. Site plan must include flood zone information. If more than 1 flood zone goes through the property flood lines must be delineated on the plan.
  8. 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.
  9. Architectural floor plan must include floor and mechanical elevations, flood damage- resistant materials and flood vent information if applicable.
  10. 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
  11. 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.
  12. 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.
  13. If the electrical service is equal to or greater than 600 amps, a Florida Registered Engineer must digitally sign and seal electrical plans.
  14. Plumbing plans for projects with more than 250 fixture units or which cost more than \$50,000 require designed, signed and bearing the digital seal of a FL registered engineer.
  15. HVAC plans for projects with HVAC systems cost of more than \$50,000 are required to be designed, signed, and bearing the digital seal of a FL registered engineer.
  16. 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)]
  17. 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.
  18. 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.
19. Windows within sight of the beach will comply with Section 52-61(6) of the Code of Ordinances (turtle glass).
  20. Note any change in address for new construction on application and cover sheet (Corner Lots)
  21. 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.
  22. If a new driveway is proposed, a driveway permit application will be required, and the driveway width and setbacks must be noted on the site plan.
  23. If there is a proposed driveway to the guest house/unit that extends into the Right-of-Way, a Right-of-Way permit application must be submitted and a Right-of-Way fee of \$150 must be paid prior to review.
  24. No construction activity is allowed 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.
  25. All accessory structures must be permitted separately. Including but not limited to, generator fence, pool, screen enclosure, shutter.

**Fees:**

Fee for this permit is \$0.50 per square foot of the gross square footage of the structure for the building permit, the minimum fee shall be \$150.00. Electrical, plumbing, mechanical permit fees are charged per City Fee Ordinance. Fee for Stormwater Permit is \$0.10 per square foot of lot area. A fee of \$25.00 will be charged for zoning review. Initial Required Building & Fire Code Inspections: \$35.00 each inspection. Building permit surcharge: \$0.01 per square foot. A plan review fee, equal to 20% 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.

If work is being performed within an easement, a \$150.00 Right-of-Way fee will be due 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\\_ARTIAD\\_DIV2BUFE\\_S16-52PEFE](https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOOR_CH16COREPRMARE_ARTIAD_DIV2BUFE_S16-52PEFE)

**General Permitting Information:**

1. All permit applications must be submitted electronically through the City of Naples public portal.
2. 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.
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 3<sup>rd</sup> 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. 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.
10. 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.
11. All work performed in a Multi-Family building required an approval letter from the HOA.
12. An approved Tree Alteration Permit is required before altering, trimming, disturbing, or removing any city tree per Muni Code Chapter 38.
13. Check/verify deed restrictions based on location of the jobsite, association approval may be required.
14. Call 48 hours before you dig. Call Sunshine 1-800-432-4770. It's the Law in Florida.
15. Copies of plans approved by the City of Naples must be available to the inspector at all job sites when requesting inspections.
16. 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.
17. 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.