



City of Naples - Building Department

295 Riverside Circle | Naples, Florida 34102
Phone: (239) 213-5020
www.naplesgov.com

**COMMERCIAL (NEW)
PERMIT APPLICATION**

Florida Building Codes, 7th Edition

Job Information: (See Regulations and Information on page 2 for more details.) Permit Application #: _____

Tax/Folio#: _____ Legal Description: _____

Job Address: _____

Property Owner: _____ Permit Expiration Date: _____

Project Name: _____

Contractor: _____ Occupancy Class: _____

Cont. Phone #: _____ Business Type: _____

Est. Cost: \$ _____ Total Sq. Ft.: _____ Total A/C Sq. Ft.: _____

Description of Work: _____

Lot Data:

Lot width: _____ ft. Lot depth: _____ ft. Lot area: _____ SF Current Flood Zone: _____

Zoning District: _____ Lot Coverage: _____ % Max. Buildable area allowed: _____ SF

Building Data:

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

PLAN COVER SHEET MUST INCLUDE CONSTRUCTION TYPE AND OCCUPANCY CLASS.

Bldg. Footprint: _____ SF Total Bldg. Gross SF: _____ Lot Coverage: _____ %

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

Stories (above GRADE): _____ Habitable Floors: _____ # of Units: _____

Parking Spaces: _____ HC Parking Spaces: _____ Site Work: _____ SF

Roof Type: _____ # of Squares: _____ Termite Protection to be used: _____

Right-of-Way Permit? Yes No Right-of-Way: _____ SF Design Flood Elevation: _____

Check all items included with permit package (*Italicized items are REQUIRED with all applications*):

One completely assembled sets of plans consisting of:

- ___ *Boundary Survey*
- ___ *Site Plan w/ Setbacks*
- ___ *Architectural Plans*
- ___ *Structural Plans*
- ___ *Truss Layouts & Design Loads*
- ___ *Fire Protection / Life Safety Plans*
- ___ *Energy Calculations*
- ___ *Electrical w/Load Calculations*
- ___ *Storm Water Drainage Plan*
- ___ *Construction Site Management Plan and Form*
- ___ *Landscaping Plans*
- ___ *Approved Civil Drawings*
- ___ *Plumbing*
- ___ *Mechanical*
- ___ *Water Meter Sizing Chart*
- ___ *DRB & Other Approvals*

Regulations and Information (*Italicized items are required with ALL applications*):

- ~~1. Required plan size is 24" x 36" maximum, on standard sized paper, and to scale (minimum 3/16"=1').~~
2. *Engineering Division approval of civil drawings is required prior submittal to the Building Department. Driveway width, setbacks and parking must be shown on the site plans. Verify if driveway permit is required from the City of Naples, Collier County, or the State of Florida Dept. of Transportation (DOT).*
3. **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.**
4. *Exterior windows and doors shall comply with FBC, 7th Edition, Section 1609.1.2 for wind loads and impact protection, and Section 705.8.5 for vertical fire separation. Opening pressures and Miami-Dade NOA or FL State Product Approvals are required.*
5. **NO construction activity is allowed after slab is poured until a Spot Survey has been SUBMITTED to and APPROVED by the City of Naples Building Department.**

Electrical:

1. If the electrical service is equal to or greater than 800 amps, a Florida Registered Engineer must sign the electrical plans with a raised seal.

Fire:

1. *All plans must identify exit signs, emergency lighting, fire extinguishers, fire rated walls, floors, ceilings and means of egress. Plans must include fire sprinkler and fire alarm system information. 61G15-32 Fire Sprinkler and 61G15-33 Fire Alarm information will be accepted in lieu of shop drawings at plan submittal. 61G information does not need to be stamped by the EOR unless over 50 heads fire sprinkler or \$5000.00 fire alarm is anticipated; however, basic information must be provided at plan submittal or plans will not be reviewed by Fire.*

Flood & DEP:

1. 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.
2. 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, design flood, lowest floor.
3. Architectural floor plan must include: floor and mechanical elevations, flood damage- resistant materials and flood vent information if applicable.
4. Projects west of the Coastal Construction Line (CCCL) will require prior approval from DEP and the City of Naples Natural Resources Manager.

General:

1. Other supporting documents, such as variances, conditional use permits, DRB approvals and GDSP's must accompany your plans.
2. Dumpster location, if applicable, is required to be noted on site plan.
3. All accessory structures must be permitted separately. Including but not limited to fences, walls, generators, pools, fuel/gas, and screen enclosures.

Fees:

Fee for this permit is \$0.50 per sq ft of the gross square footage of the structure for the first 50,000 sq. ft., \$0.40 per sq. ft. for the second 50,000, and \$0.30 for the balance. Electrical, plumbing, mechanical and fire permits fees will be charged as per City Fee Ordinance. The minimum fee shall be \$150.00 for structure, \$125.00 for trades. Fee for stormwater permit is \$0.05 per square foot of lot area. Fee for site permit is \$0.02 per square foot of site work. A fee of \$100.00 will be charged for required fire plan review, \$70.00 for low voltage inspections, 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 review. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.

5. The Public Art Fund is \$1.00 per sq ft of total project. This fee applies to a new Building, structure or addition of 1,000 sq. ft. or more. 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. Building permit surcharge: \$0.01 per square foot.

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.

Prime Contractor Information:

Contractor: _____ **State Cert/CC Comp Card #:** _____

Job Representative: _____ **Phone #:** _____

Email Address: _____

Address: _____
City State Zip

Architect/Engineer: _____ **Phone #:** _____

Address: _____
City State Zip

Sub-Contractor Information:

Electrical: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Low Voltage: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Mechanical: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Plumbing: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Roofing: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Fire Alarm: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Fire Sprinkler: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Fire Suppression: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Misc.: _____ **State Cert/CC Comp Card #:** _____

Address: _____

Recorded Notice of Commencement must be posted if the project valuation exceeds \$2,500.00
WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

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 doubled if work is started without an approved permit.

Print Name of Qualifier

Signature of Qualifier

State of Florida

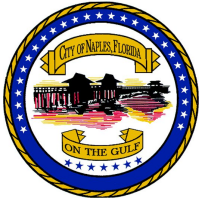
County of _____

The foregoing instrument was acknowledged before me by means of ___physical presence or ___online notarization this ___ day of _____, 20___ by _____, who is ___personally known to me or ___has produced _____ as identification.

Signature, Notary Public - State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary



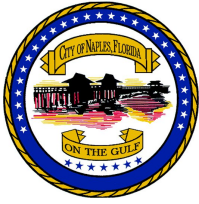
NEW CONSTRUCTION / ADDITION DEMOLITION AND PILE DRIVING CONTRACTORS

The Naples Code of Ordinances, Section 16-291 Construction Site Management, requires contractors and owner-builders involved in the construction of structures to notify (by mail) the owner of properties located within 100 feet of the outer limits of the subject property. Such notification shall take place at least 14 days prior to construction and shall include the contractors or owner-builder phone number, the phone number of the Building and Zoning after- hours Construction Site Inspector, and the timetable for construction activities.

The contractor or owner-builder must offer all adjacent properties an opportunity to have their properties inspected by an engineer/inspector prior to demolition and/or pile driving. The intent of this inspection is to create a record of conditions prior to work occurring. The contractor or owner-builder must also offer all adjacent properties an opportunity to have on-site seismic monitoring during demolition and/or pile driving. Adjacent properties typically share or touch a common point. (Properties separated by an alley are considered adjacent-properties located across streets and canals are not considered adjacent).

As per Section 16-291, a permit for construction, demolition of an existing structure (tear down) and/or to drive piles (pile driving) will be issued until the contractor of record signs and attests to the "Demo, Pile Driving & New Construction Notification & Offer" form attached to the respective permit application. The contractor must also attach a copy of the letter(s) sent, a list of property owners with addresses, along with a receipt or other proof of mailing.

The contractor of record or the owner-builder shall be the party responsible to insure that the notification and offers have been made and that reasonable effort to comply with the requirements of this ordinance has occurred. Records of these offers shall be maintained by the contractor or owner-builder and be made available to the Building and Zoning Division upon request.



DEMOLITION, PILE DRIVING, & NEW CONSTRUCTION / ADDITION NOTIFICATION & OFFER FORM

Permit Application #: _____

Subject Property Address: _____

Please check all that apply and select N/A for items not applicable:

or N/A: I have notified all property owners within 100 feet of the outer limits of the subject property at least 14 days prior to commencement of construction, demolition and/or pile driving or similar activities. This notification includes: a phone number for the contractor or owner-builder, the phone number of the Building and Zoning after-hours Construction Site Inspector, and the timetable for construction activities - Required

or N/A: I have made an offer to all adjacent property owners to have an engineer/qualified inspector conduct a pre-demolition or pre-pile driving inspection prior to commencing any of the referenced or similar activities.

or N/A: I have made an offer to all adjacent property owners, to have on-site seismic monitoring during demolition or pile driving.

or N/A: I have attached a copy of the letter(s) sent, a list of property owners with address, and a receipt or other proof of mailing. - Required

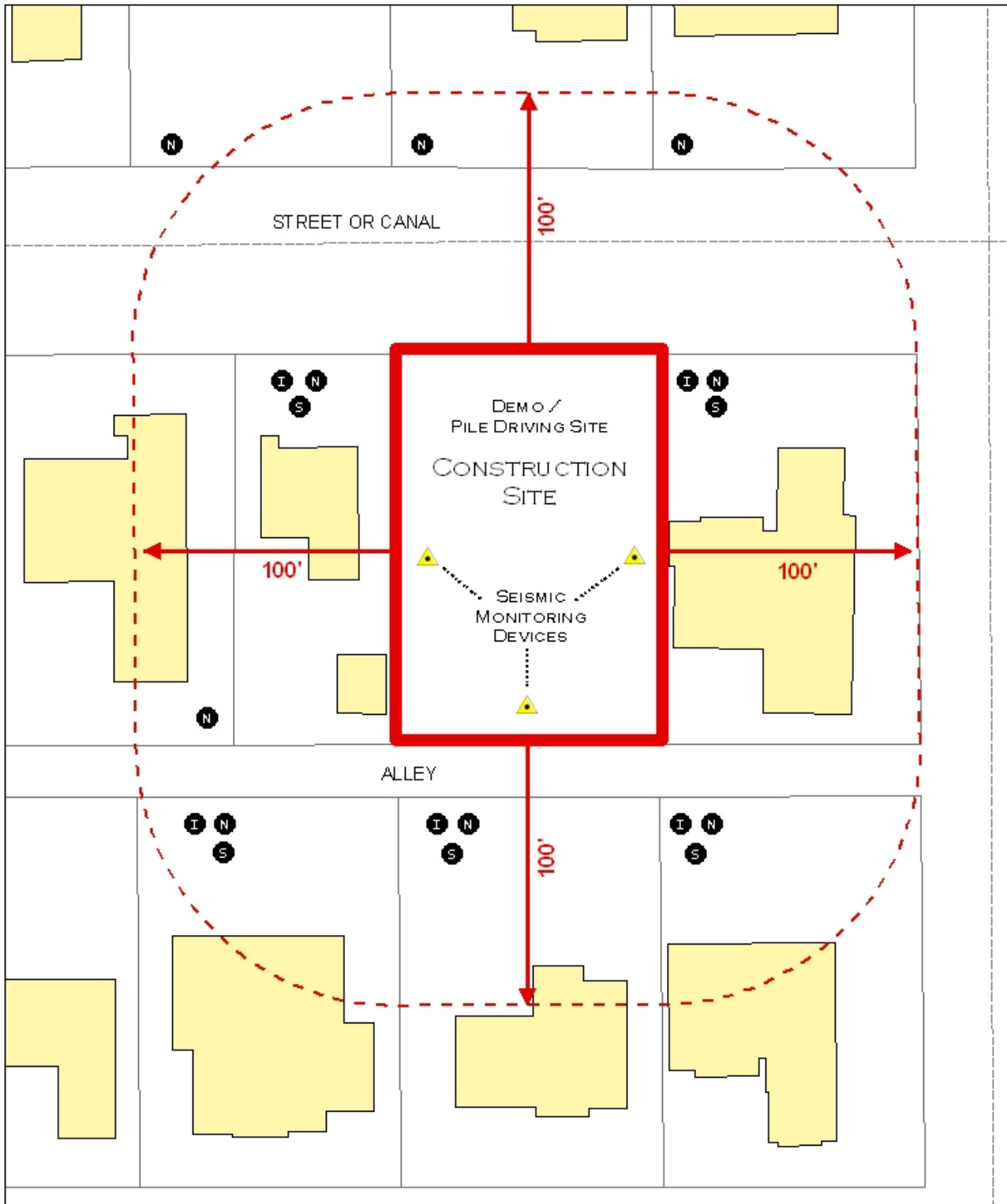
As per the Naples Code of Ordinances, Section 16-291 Construction Site Management, I am attesting to the fact that the above notifications and offers have been made in accordance with the referenced code.

I certify that the above information is true and correct to the best of my knowledge.

Printed Name of Contractor or Owner-Builder

Signature of Contractor or Owner-Builder

Date



January 2007

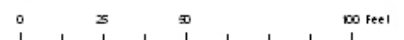
GIS DIVISION

City of Naples
 295 Riverside Circle
 Naples, Florida 34102
 Ord. 16-291

The City of Naples assumes no liability for errors or omissions in the accuracy of this map.

LEGEND

- N** Notification Required
- I** Inspection Offer Required
- S** Seismic Monitoring Offer Required





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CONSTRUCTION SITE MANAGEMENT FORM

One copy of a site plan showing the locations of all construction materials must be submitted at time of permit application. One copy of this form and all required plans must be submitted with the building permit application.

Permit Application #: _____

Job Address: _____

Property Owner: _____ **24-Hour Contact Number:** _____

Contractor: _____

Type of Work:

- Demolition New Construction Addition Alteration

PLEASE NOTE: UPDATES TO THIS FORM ARE IN **BOLD FONT**

Select Applicable Numbers:

- ___ 1. Basic topographical elevation indicating direction of surface water runoff to protect erosion of soil and water runoff with utility and drainage plan. Show proposed elevations.
- ___ 2. Construction fence - **Include location and dimensions of fence.**
- ___ 3. Silt fence
- ___ 4. **Indicate number of parking spaces** and show stabilized area for parking and access, including **written parking plan for final phase of project.**
- ___ 5. **(2) Signs – City of Naples Construction Site Sign & Job Address Sign.**
- ___ 6. Temporary trailer - Construction trailers 16' x 8' or smaller (on wheels) do NOT require a permit. All other trailers must be submitted on a Temporary Use Construction Permit.
- ___ 7. Chemical toilet
- ___ 8. Dumpster
- ___ 9. Material storage and staging area
- ___ 10. **Material delivery access point**
- ___ 11. Off-site parking
- ___ 12. Site maintenance and cleanliness plan
- ___ 13. Plan for weather emergencies
- ___ 14. **I have read and will comply with City Ordinance Chapter 16 Section 16-291 Construction Site Management.**

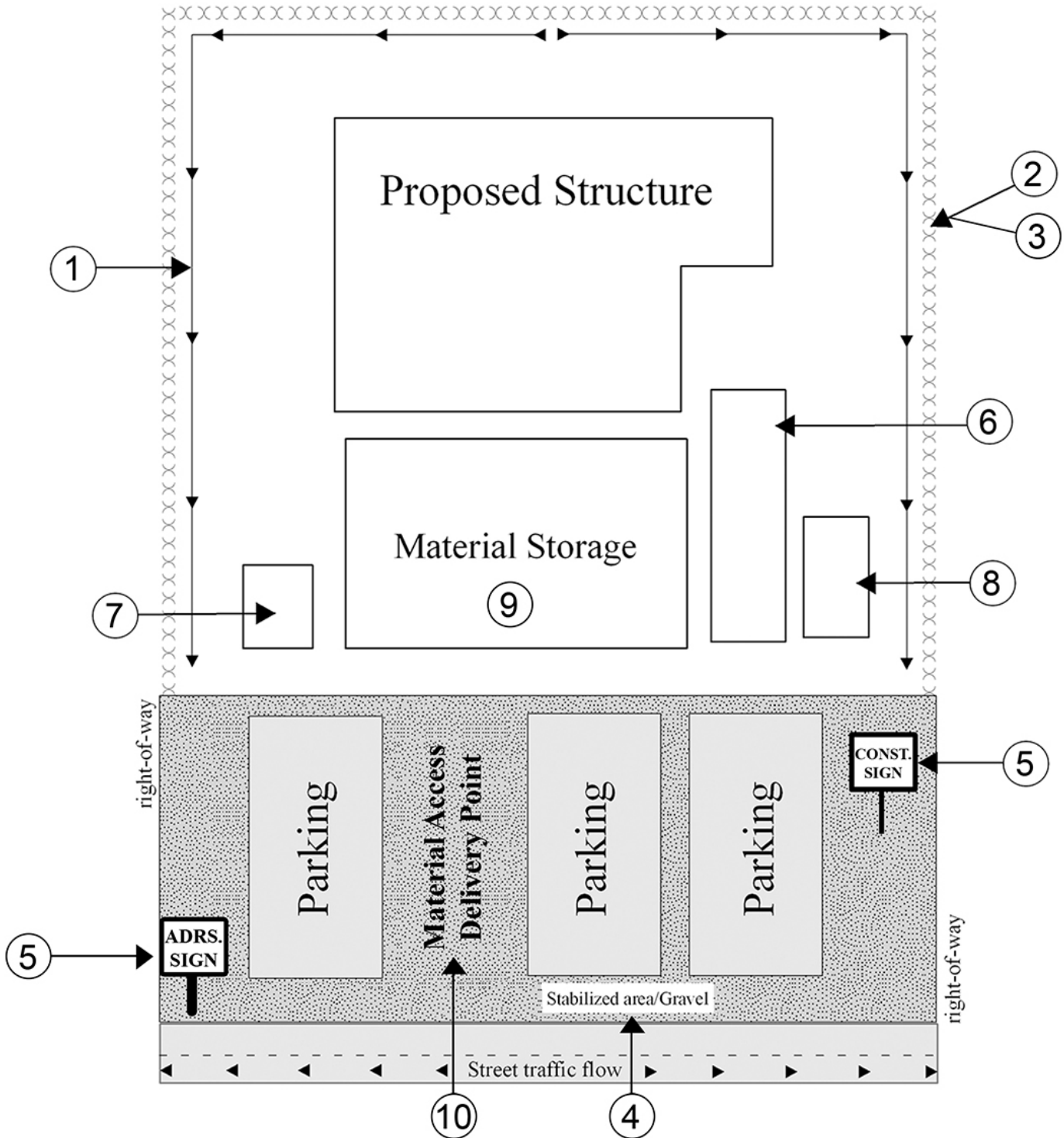
Additional Comments:

Contractor's
 Signature: _____

Building Division Approval: _____

Please Note: Plan must be sized to accommodate the use of readable scale.

Construction Site Management Plan (Sample Plan)



- | | |
|---|-------------------------------------|
| ① Surface Water Run Off Direction | ⑥ Construction Trailer |
| ② 6ft Construction Fence | ⑦ Chemical Toilet |
| ③ Silt Fence | ⑧ Dumpster |
| ④ Stabilized Area For Parking | ⑨ Material Storage and Staging Area |
| ⑤ City of Naples Construction Sign & Address Sign | ⑩ Material Access Delivery Point |