



**City of Naples - Building Department**

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

**DEMOLITION  
PERMIT APPLICATION**

Florida Building Codes, 7th Edition

Permits to demolish or remove contributing buildings identified in the Naples Historic District Map shall not be issued until the expiration of 180 days from the date of the completed and accepted application.

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

Tax/Folio#: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Est. Cost: \$ \_\_\_\_\_ Number of Units: \_\_\_\_\_ Square Footage: \_\_\_\_\_

**Project Type (Check all that apply):**

Single Family     Multi-Family # of Units: \_\_\_\_\_     Commercial # of Units: \_\_\_\_\_

Commercial **Interior Only**     Single Family **Interior Only**

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor Information:**

Contractor: \_\_\_\_\_ State Cert/CC Comp Card #: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip

- The following must be included with the application:**
- \_\_\_ One copy of a site/floor plan showing area of demolition or aerial view and easy sketch from property Appraiser.
  - \_\_\_ One copy of Construction Site Management Form.
  - \_\_\_ One copy of Notification & Offer Form.
  - \_\_\_ One copy of List of Property Owners Notified and Proof of Mailing (Per Section 16-291)
  - \_\_\_ One copy of Collier County Property Appraiser Current Property Record or newly-recorded deed.
  - \_\_\_ An original Owner Affidavit signed and notarized by owner of property.
  - \_\_\_ A boundary survey of the property including area in square feet.

#### Regulations and Information:

- ~~1. Required plan size is 24" x 36" maximum. Plans must be to scale with a minimum of 3/16"=1'.~~
2. Temporary use construction fence must be permitted, installed and inspected before the demolition permit can be released.
3. Demolition permits will be released 14 days from date of notice to neighboring property owners.
4. Asbestos survey must be filed with the Department of Environmental Protection for any demolition in a building that contains asbestos.
5. Removal of protected trees (see Section 38-31) could result in penalties from the City of Naples Natural Resource Division and from the Florida Fish and Wildlife Commission.
6. All demolition permits expire within 30 days of permit pick up time.
7. A final inspection must be obtained before submittal of any further plans.
8. ***A separate building permit must be obtained for any other work and must meet all applicable codes and laws. Any work beyond the scope of this demo permit will be subject to penalty.***
9. ***Interior demolition permits are issued with the owners understanding that this is an interior demolition permit only. Multi-Family demo work must be permitted with the new work on a Multi-Family alteration permit.***
10. ***A bond or cashier's check is required for all total commercial or multi family demolition for an amount of 110% of the construction cost.***
11. Contact the respective property owners association for deed restrictions on any exterior work.
12. Existing water meter may be kept at the site if it is properly protected or the existing water meter may be temporarily removed and re-installed for a fee of \$75.00.
13. The existing sewer lateral must be capped off, and brought up approximately 12". A clear photograph of the sewer, if capped off underground is acceptable and must be left in the permit box for the inspector.
14. Projects west of the Coastal Construction Control Line require a permit from the FL Department of Environmental Protection. Coastal Construction Variance from the Natural Resource Director may also be required.

#### Fees:

1. The fee for this permit is \$0.30 per square foot of the gross square footage of the structure, with a minimum fee of \$100.00. 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.
2. Zoning review fee will be charged for complete demolition: \$50.00, or \$0.05 per square foot of affected enclosed space, whichever is greater, for permits that include new or renovated square footage. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.

***More information can be found in Section 16-290 & 16-291 of the Code of Ordinances.***

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

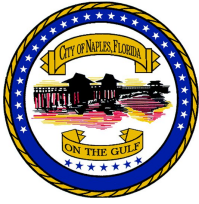
County of \_\_\_\_\_

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



**OWNER AFFIDAVIT**  
**OWNER VERIFICATION for COMPLETE RESIDENTIAL**  
**DEMOLITION OF STRUCTURE**

I HEREBY AUTHORIZE THE DEMOLITION OF THE REFERENCED STRUCTURE IN THE FOLLOWING PERMIT APPLICATION.

**PERMIT APPLICATION #:** \_\_\_\_\_

**Note:** As per City ordinance 16-284 "If a lot has become vacant due to demolition, the lot shall be brought into compliance with 60 days after demolition is completed." Compliance means the lot must be covered with grass or other living materials. Failure to comply with this requirement within the 60 day period will result in a code violation.

**PROPERTY ADDRESS:** \_\_\_\_\_

**LAND DESCRIPTION:** \_\_\_\_\_

**FEE SIMPLE OWNER (PRINT):** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_

Notary for Owner

State of Florida

County of \_\_\_\_\_

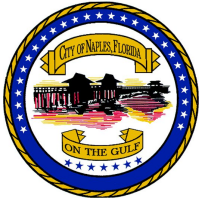
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(Seal)

\_\_\_\_\_  
Signature, Notary Public - State of Florida

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary

Notary Public My commission expires: \_\_\_\_\_



## 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

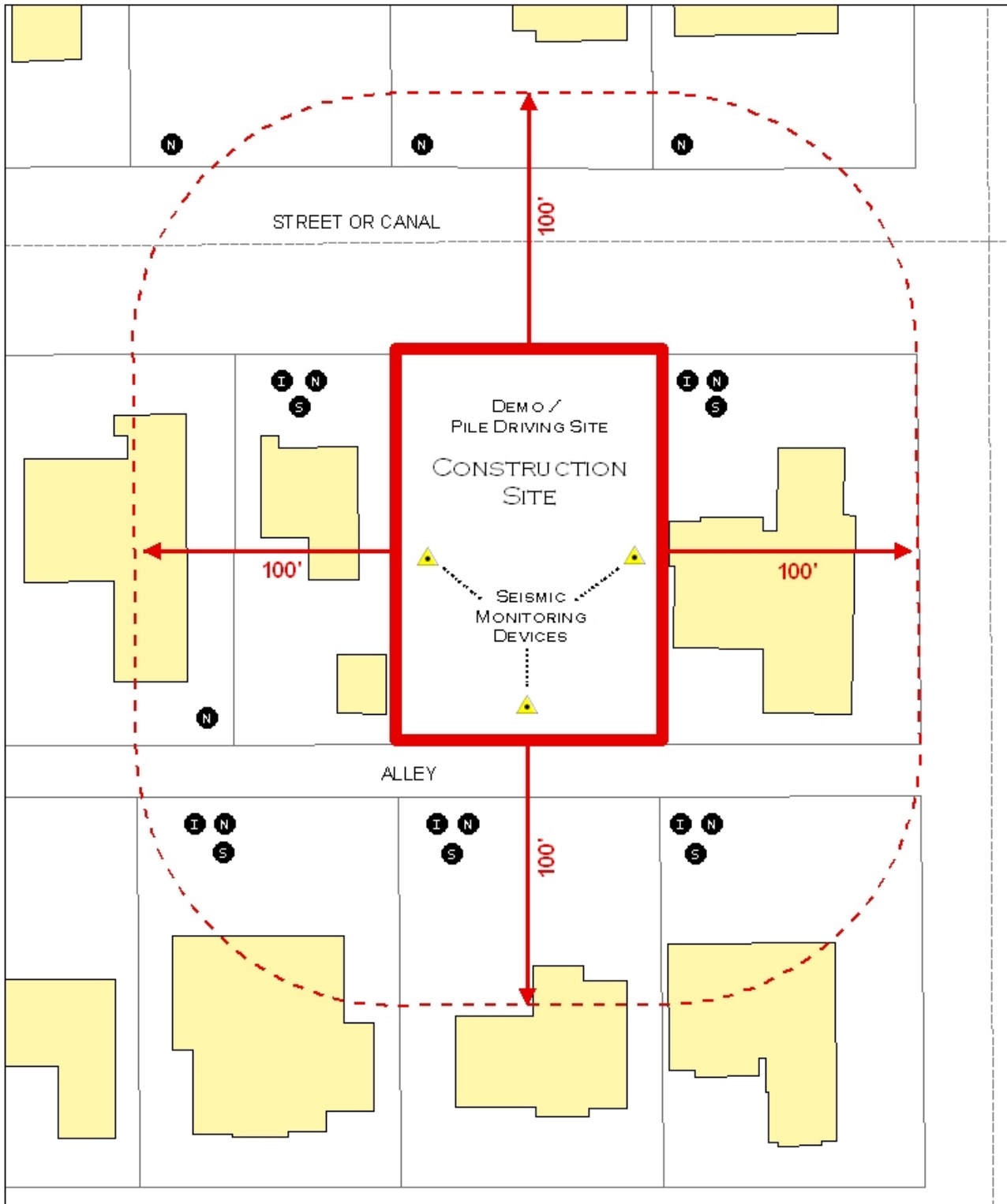
**As per the Naples Code of Ordinances, Section 16-291 Construction Site Management, I am attesting to the fact that the above notifications and offers have been made in accordance with the referenced code.**

**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

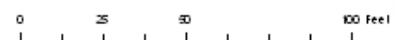
**GIS DIVISION**

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





CITY OF NAPLES  
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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.**

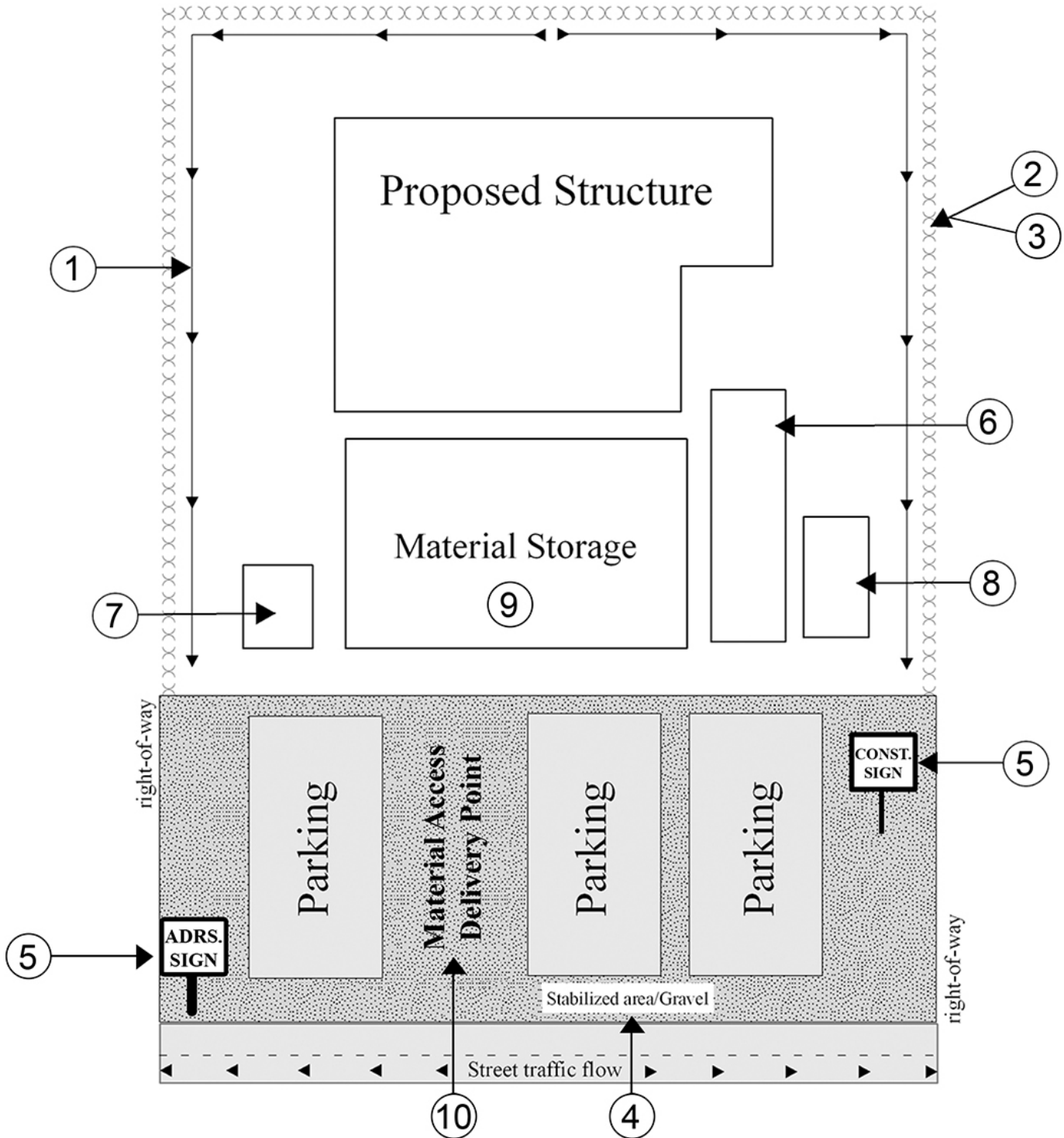
**Additional Comments:**

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    |