



**City of Naples - Building Department**

295 Riverside Circle | Naples, Florida 34102

Phone: (239) 213-5020

www.naplesgov.com

**MULTI-FAMILY ADDITION/ALTERATION  
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: \_\_\_\_\_

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

Contractor: \_\_\_\_\_ Email: \_\_\_\_\_

Est. Cost: \$ \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

**SQ. FOOTAGE MUST REFLECT ENTIRE ROOM AREAS IN WHICH EACH TYPE OF WORK WILL BE PERFORMED.**

<u>Work Area for each Trade</u>	<u>Addition</u>	<u>Alteration</u>	
Building square ft.:	_____	_____	# stories above grade: _____
Electrical square ft.:	_____	_____	Roof Type: _____ # of Squares: _____
Plumbing square ft.:	_____	_____	Post Tension: Yes No
Mechanical square ft.:	_____	_____	Type of Termite Protection: _____
Fire Sprinkler square ft.:	_____	_____	Site Work Sq Ft: _____
Fire Alarm square ft.:	_____	_____	ROW Permit: Yes No ROW Sq Ft: _____
			Existing Fire Sprinkler System: Yes No
			Existing Fire Alarm System: Yes No

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

**PLAN COVER SHEET MUST INCLUDE CONSTRUCTION TYPE.**

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

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

One completely assembled sets of plans consisting of the following:

- Separate 8.5x11 Detailed letter of Scope of Work*
- Architectural Floor Plans*
- Construction Site Management Form / Plan*
- Structural Plans
- Life Safety Plan
- Fire Alarm / Fire Sprinkler Plans
- Electrical w/Load Calculations
- Plumbing
- Mechanical
- Water Meter Sizing Chart

One copy of the following must also be included for additions:

- Survey - Elevation Certificate
- Site Plan w/Setbacks
- Energy Calculations
- Truss Layouts & Design Loads
- Storm Water Drainage Plan
- DRB, PAB, & Other Approvals

**Lot / Building Data (for additions only):**

Lot width: \_\_\_\_\_ ft. Lot depth: \_\_\_\_\_ ft. Lot area: \_\_\_\_\_ SF Current Flood Zone: \_\_\_\_\_

Actual Setbacks (feet): Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

New Bldg. footprint: \_\_\_\_\_ SF Bldg. height: \_\_\_\_\_ FT Number of new units: \_\_\_\_\_

New Gross square footage: \_\_\_\_\_ SF Bldg. width: \_\_\_\_\_ FT

Max. Buildable area allowed: \_\_\_\_\_ SF Bldg. depth: \_\_\_\_\_ FT

**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. A total floor plan must be submitted for any interior remodeling with work areas clouded.**
- 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 the FBC, wind loads and impact protection, and required vertical fire separation. Opening pressures and Miami-Dade NOA or FL State Product Approvals are required.
5. Windows within sight of the beach will comply with Section 52-61(6) of the Code of Ordinances (turtle glass).

**Electrical:**

1. Electrical load calculations must be submitted with plans when electrical work exceeds 30 amps.
2. If the electrical service is equal to or greater than 600 amps, a Florida Registered Engineer must sign the electrical plans with a raised seal.
3. 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.

**Fire:**

1. All plans must identify exit signs, emergency lighting, fire extinguishers, fire rated walls, floors, ceilings and means of egress. Alterations exceeding 50% of the building's value must update fire protection.
2. If the unit is equipped with a fire sprinkler or fire alarms system, provide drawings that show the location of new and existing devices.

**Additions:**

1. Max building Area must be calculated for any additions that increase the building footprint.
- 2. 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.**
3. All accessory structures must be permitted separately. Including but not limited to fences, walls, pools, screen enclosures and generators.

**Flood & DEP:**

1. If this site is located in an AE, AH or VE Zone and more than 1 individual unit is being worked on, additional information may be required on a FEMA Form (Additions/Alterations Form for Structures located below the Base Flood Elevation).
2. Additions may require a Spot Elevation Certificate and will always require a Final Elevation Certificate.
3. Projects west of the Coastal Construction Control Line (CCCL) may require prior approval from DEP and the City of Naples Natural Resource Manager.

**General:**

1. 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 a driveway permit is to be acquired from the City of Naples, Collier County, or the State of Florida.
2. Other supporting documents, such as variances, conditional use permits, DRB approvals and GDSPs must accompany your plans.

**Fees:**

1. Fee for this permit is \$0.50 per square foot of proposed work area for the building permit, or a minimum fee of \$150.00. Other required permits (electrical, plumbing, mechanical etc.) will be charged as per City Fee Ordinance
2. 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. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.
3. A fee of \$100.00 will be charged for required fire plan review, and \$70.00 for low voltage inspections. Building permit surcharge: \$0.01 per square foot.
- 4. 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.
- Windows within sight of the beach will comply with Section 52-61(6) of the Code of Ordinances (turtle glass).

\_\_\_\_\_  
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



CITY OF NAPLES  
 295 Riverside Circle  
 Naples, FL 34102  
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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.**

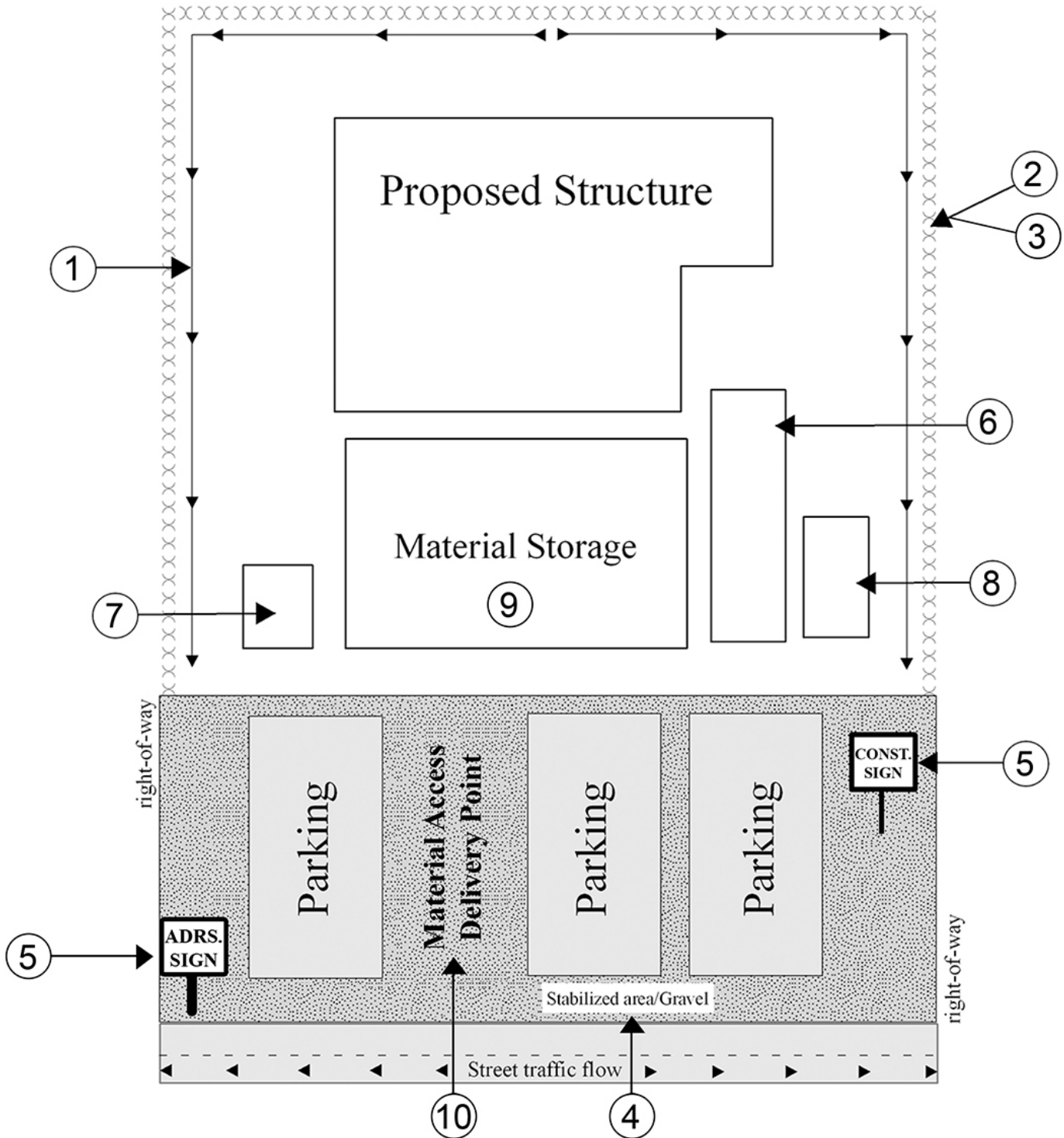
**Additional Comments:**

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 Stabalized Area For Parking                     | ⑨ Material Storage and Staging Area |
| ⑤ City of Naples Construction Sign & Address Sign | ⑩ Material Access Delivery Point    |