

# Shed

## **Permitting Documents:**

- Permit Application Form (Accessory Building)

## **Plan Review Documents:**

- Site Plan
- Engineered Drawings

## **Regulations & Requirements:**

1. Site Plan must include:
  - a) Location and dimension of the proposed work
  - b) Property Address
  - c) Property boundary
  - d) Property easements
  - e) Setbacks
2. Utility buildings are not to exceed 100 sq feet or be an occupied structure per City Ordinance.
3. A Final Survey showing the location of the shed will be required to obtain a Certificate of Completion.
4. Must provide Flood Zone information as well as the elevation of the shed. If it is below the required flood elevation it is required to have a minimum of (2) flood vents on different walls and be built with flood resistant materials.
5. Single story accessory structures are not allowed in VE Zones.
6. A storm water drainage plan may be required in the proposed alteration meets the “remodeling or redevelopment” as defined in the current Storm Water Ordinance.
7. 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.
8. 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.
9. 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.
10. All accessory structures must be permitted separately. Including but not limited to, fence, wall, pool, generator, screen enclosure.

## **Fees:**

The fee for this permit is \$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. A \$25.00 fee will be charged for a zoning review.

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

[https://library.municode.com/fl/naples/codes/code\\_of\\_ordinances?nodeId=PTIICOR\\_CH16COREPRM ARE\\_ARTIAD\\_DIV2BUFE\\_S16-52PEFE](https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOR_CH16COREPRM ARE_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.