

# Shutter

## **Permitting Documents:**

- Permit Application Form (Accessory Building)

## **Plan Review Documents:**

- Design pressures for all openings
- Floor Plan
- Florida Department of Community Affairs Product Approval (P.A.) or Miami-Dade Notice of Acceptance (N.O.A.) for the proposed shutters.

## **Regulations & Requirements:**

1. Floor Plan shall:
  - a) Identify means of escape in compliance with the current FBC.
  - b) Identify the location of the proposed shutters marked to match wind calculations. Identify substrate for shutter installation.
2. Design Pressures must be based upon FBC Tables (if applicable to specific exposure category and building design) or ASCE 7.
3. N.O.A and/or Product Approval must be highlighted (yellow marker) to indicate all pages/details that are applicable to the installation of the product; model #, pressures, spans, build ins/build outs, track mounts, mullion connections and fastener schedules (size, spacing, type)
4. Opening pressure calculations for buildings greater than 60 feet in height must be signed and sealed by a Florida Registered Engineer or Architect

## **Fees:**

The fee for this permit is \$100.00. Additional fee for electrical permit is \$0.10 per square foot with a minimum fee of \$125.00. 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. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.

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

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## **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.