

Trellis

Permitting Documents:

- Permit Application Form (Accessory Building)

Plan Review Documents:

- Site Plan

Regulations & Requirements:

1. Port Royal (R-1-15A Zoning District) deed restrictions prohibit the installation of metal roof systems. Contractors should contact Port Royal Property Owners Association (239) 261-6472 for approval prior to permitting.
2. If fill is proposed in a Special Flood Hazard Area Zone AE or AH then the following information will be required. Location, the amount, type and source of fill material, compaction specifications, and a description of the intended purposes of the fill areas.
3. If fill is proposed in a Coastal High Hazard Area Zone VE then the following applies:
 - a) The use of fill for structural support is prohibited
 - b) Non-structural fill shall be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters per code.
4. Site Plan must include:
 - a) Location and dimension of the proposed work.
 - b) Property Address.
 - c) Property boundary.
 - d) Property easements.
 - e) Setbacks.
5. 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 \$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 15% of permit fee, will be due at time of application. 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_CH16COREPRMARE_ARTIIDIV2BUFE_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 3rd 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.