

# Commercial Alteration

## **Permitting Documents:**

- Permit Application Form (Addition/Alteration)
- Separate 8.5x11 Detailed Scope of Work Letter
- Construction Site Management Form & Plan

## **Plan Review Documents:**

- Architectural Plans
- Structural Plans
- Mechanical Plans
- Electrical Plans
- Energy Calcs
- Plumbing Plans
- Product approvals
- Water Meter Sizing Chart
- Civil Drawings

## **Regulations & Requirements:**

1. 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.
2. Plans produced by a design professional must be signed and sealed.
3. Drawings prepared by an Engineer require a 3<sup>rd</sup> Party verifiable digital signature.
4. All plans must identify all proposed work.
5. All plans must include a "Square Footage Legend" on the titlepage. This information must be broken down by "AC" and "Non-AC" square footage.
6. A total floor plan must be submitted for any additions/alterations with work areas clouded.
7. Architectural Plans must show existing and proposed floor plan.
8. If the job site is located within an AE, AH, or VE Zone, additional information may be required, including but not limited to a FEMA Form, a current Elevation Certificate and contracts/bids (Additions/ Alterations Form for Structures located below the Base Flood Elevation). Max building area must be calculated for any additions that increase the building footprint.
9. If exterior alteration, elevation renderings showing existing and proposed may need DRB.
10. Electrical load calculations must be submitted with plans when electrical work exceeds 30 amps.
11. Plans that indicate an aggregate service capacity of more than 800 amps 240 Volts, shall be prepared by, and digitally signed by a Florida Registered Electrical Engineer.
12. 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.
13. Life Safety 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.
14. Hood fire suppression system plans are required when any type of food is being cooked.
15. Plans must include fire sprinkler and fire alarm system information. 61G15-32 Fire Sprinkler and 61G15-33 Fire Alarm information will be accepted in lieu of shop drawings at plan submittal. 61G information does not need to be stamped by the EOR unless over 50 heads fire sprinkler or

\$5000.00 fire alarm is anticipated; however, basic information must be provided at plan submittal or plans will not be reviewed by Fire.

16. A minimum 750-gallon grease interceptor is required when any type of food is being cooked.
17. Exterior windows and doors shall comply with the current FBC for wind loads and impact protection, and Section 705.8.5 for vertical fire separation. Opening pressures and Miami-Dade NOA or FL State Product Approvals are required.
18. 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.
19. 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.
20. 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.
21. If the building or tenant space had a different occupancy type before this permit, a letter from Collier County Impact Fee Administration will be required to verify road impact fee credits or fees due.
22. 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.
23. No inspections can be scheduled after slab is placed until an Elevation Certificate has been submitted to and approved by the City of Naples Building Department, and a Spot Survey has been submitted to and approved by the City of Naples Planning Department.
24. 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.
25. 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 \$0.50 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. 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. Building permit surcharge: \$0.01 per square foot. A fee of \$100.00 will be charged for required fire plan review, \$70.00 for low voltage inspections, and \$25 for zoning review. Initial Required Building & Fire Code Inspections: \$35.00 each inspection. The Public Art Fund is \$1.00 per sq. ft. of total project. This fee applies to a new Building, structure, or addition of 1,000 sq. ft. or more.

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

[https://library.municode.com/fl/naples/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH16COREPRMARE\\_ARTIIAD\\_DIV2BUFE\\_S16-52PEFE](https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOOR_CH16COREPRMARE_ARTIIAD_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.