

Single Family Alteration

Permitting Documents:

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

Plan Review Documents:

- Architectural Plans
- Electrical Plans w/ Smoke Detectors
- Structural Plans
- Water Meter Sizing Chart

Regulations & Requirements:

Note: FBC requires 1-2 Family lowest floor Design Flood Elevation to be Base Flood Elevation plus 1 foot in all Flood Hazard Areas.

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 3rd Party verifiable digital signature.
4. A total floor plan must be submitted for any alterations with work areas clouded.
5. All plans must identify all proposed work.
6. 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, before and after proposed additions/alterations.
7. Architectural Plans must show existing and proposed floor plan.
8. Plans that indicate an aggregate service capacity of more than 600 amps 240 Volts shall be prepared by, and digitally signed by a Florida Registered Electrical Engineer.
9. Electrical load calculations with Panel Schedules and a Riser Diagram, must be submitted with plans when electrical work is over 30 amps.
10. A temporary power inspection will allow the power to be turned on, with the understanding that the areas under construction will not be occupied until a Certificate of Occupancy or a Certificate of Completion is issued.
11. 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). For projects located in the Coastal Building Zone, a Design Professional must digitally signed and seal the plans.
12. Max building area / lot coverage must be shown for any additions that increase the building footprint.
13. Site plans with proposed addition within setbacks are required. Driveway width and setbacks must be noted on the site plan when a new driveway is to be installed. Verify if a driveway permit is to be required from the City of Naples, Collier County, or the State of Florida Dept. of Transportation (DOT).
14. If changes to roof, elevation renderings with special perception may be required.
15. Additions may require a Spot Elevation Certificate and will always require a Final Elevation Certificate.

16. 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.
17. Exterior windows and doors shall comply with FBC and Residential wind loads and impact protection. 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. Storm Water drainage plan must meet the minimum requirements defined in the current Storm Water Ordinance.
22. 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.
23. All accessory structures must be permitted separately. Including but not limited to; generator, fence, pool, screen enclosure, shutter.

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 \$25.00 zoning fee will be charged if applicable. 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 surcharge: \$0.01 per square foot.

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

https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOR_CH16COREPRMARE_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 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.