

# Demolition (Complete)

## **Permitting Documents:**

- Permit Application Form
- Construction Site Management Form
- Notification and Offer Form & Plan
- Notification and Offer Letters sent to adjacent owners and proof of mailing

## **Plan Review Documents:**

- Site/floor plan showing area of demolition or aerial view and easy sketch from Property Appraiser.
- A list or aerial indicating the properties where notification and offer letters were sent and if inspections or monitoring were requested (Per Section 16-291).
- Collier County Property Appraiser Current Property Record or newly recorded deed.
- Property Owner Affidavit signed and notarized for each property owner.
- Boundary survey of the property including lot width in feet and lot area in square feet

## **Regulations & Requirements:**

1. Temporary use construction fence must be permitted, installed, and inspected before the demolition permit can be released when required.
2. Demolition permits will be released 14 days from date of notice to neighboring property owners.
3. All demolition permits expire within 30 days of issuance.
4. A final inspection must be obtained before issuance of any other permits.
5. Asbestos survey must be filed with the Department of Environmental Protection for any demolition in a building that contains asbestos.
6. Removal of protected trees (see Section 38-31) could result in penalties from the City of Naples Natural Resource Division and from the Florida Fish and Wildlife Commission.
7. If the proposed demolition is seaward of the Coastal Construction Control Line (CCCL) or within sight of the beach and requires temporary lighting it must comply with Section 52-61(b)(7) of the Code of Ordinances. Please provide lighting plan, manufacturer specifications for all proposed fixtures, and a completed FWC fixture table.
8. A separate building permit must be obtained for any other work and must meet all applicable codes and laws. Any work beyond the scope of this demo permit will be subject to penalty.
9. A bond or cashier's check is required for all total commercial or multifamily demolition for an amount of 110% of the construction cost.
10. The existing water meter may be kept at the site if it is properly protected, or the existing water meter may be temporarily removed and re-installed for a fee of \$75.00. Contact Utilities Permitting (239)213-5051.
11. The existing sewer lateral must be capped off.

## **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 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 zoning fee will be charged for complete demolition. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.

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

**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.