

# Commercial New

## **Permitting Documents:**

- Permit Application Form
- Construction Site Management Form & Plan
- Notification and Offer Form
- Copy of notification letters and offer sent to adjacent owners with proof of mailing
- Public Right-of-Way permit application (if work is being performed within the Right-of-Way)
- Driveway Permit Application Form and Diagram Form if applicable

## **Plan Review Documents:**

- Boundary Survey
- Site Plan
- Architectural Plans
- Structural Plans
- Mechanical Plans
- Electrical Plans
- Plumbing Plans
- Truss Layouts & Truss designs
- Fire Protection/ Life Safety Plans
- Storm Water Drainage Plan
- Landscape Plans
- Approved Civil Drawings
- Water Meter Sizing Chart
- Sanitary Sewer Application

## **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 title page. This information must be broken down by "AC" and "Non-AC" square footage. Plan AC square footage shall agree with the Energy Compliance documents.
6. Site Plans, Building Plans and MEP Plans must include flood zone information. If more than 1 flood zone goes through the property flood lines must be delineated on the site plan.
7. Title page must include the following information:  
Current flood map information i.e. FIRM #12021C0581H dated 05/16/2012 AE 9.0. Elevations for average crown of road, design flood, lowest floor.
8. Architectural floor plan must include floor and mechanical elevations, flood damage-resistant materials, floodproofing specifications and flood vent information if applicable.
9. Architectural Plans must include:
  - a) Zoning District.
  - b) Site Plan with required setbacks and flood zone lines, if more than one zone per property.
  - c) Lot Size and coverage compliance calculations per zoning district requirements.

- d) Spatial Perception Drawings.
  - e) Flood Insurance rate information i.e. 12021C0581H 5/16/2012 A.E. 8.0.
  - f) Hydrostatic flood vent location, manufacturer specs, and complete calculations for each enclosed area below flood.
  - g) Location of Mechanical Equipment.
  - h) Fireplace detail, if applicable.
  - i) Smoke/Carbon Monoxide Detectors as required (FBC-313.1 & FL Statute 553.885).
  - j) Wall Section details (Foundation thru Roof)/Stair Details.
  - k) Fire Separation as per Chapter 7 FBC.
  - l) Mechanical Equipment location within envelope.
10. Electrical Plans must include:
- a) Energy Compliance Documents.
  - b) Electrical Drawings with Circuitry.
  - c) Load Calcs, Panel Schedule(s), Riser Diagram.
  - d) 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.
11. Site Plan must include:
- a) Setbacks.
  - b) Adjacent buildings.
  - c) NAVD Elevations.
12. 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.
13. 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.
14. 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.
15. Dwellings and accessory structures intended for human habitation or use require structural drawings designed, signed, and bearing the digital seal of a FL registered Design Professional.
16. 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.
17. All plans must identify exit signs, emergency lighting, fire extinguishers, fire rated walls, floors, ceilings and means of egress.
18. 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.
19. Exterior windows and doors shall comply with the current FBC, Section 1609.1.2 protection from wind-borne debris, and Section 705.8.5 for vertical fire separation. Design pressures and Miami-Dade NOA or FL State Product Approvals are required for windows/doors, roof covering materials components and cladding materials.
20. 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.

21. 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.
22. 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.
23. Dumpster location if applicable, is required to be noted on site plan.
24. City of Naples Engineering Division must approve civil drawings before plans can be submitted to the Building Department. Driveway width, setbacks and parking must be shown on the site plans. Verify if driveway permit is required from the City of Naples, Collier County, or the State of Florida Dept. of Transportation (DOT).
25. 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 and approved by the City of Naples Planning Department.
26. Note any change in address for new construction on application and cover sheet (Corner Lots).
27. 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.
28. If any driveways are proposed whether connecting to the Right-of-Way or an alleyway, a driveway permit application will be required as well as the driveway diagram showing each proposed connection on the property.
29. Per section 50-181 of the municipal code, ADA compliant sidewalks shall be constructed, if not already existing, along the street frontage of a lot which is being developed for a permitted use.
30. 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 sq ft of the gross square footage of the structure for the first 50,000 sq. ft., \$0.40 per sq. ft. for the second 50,000, and \$0.30 for the balance. Electrical, plumbing, mechanical and fire permits fees will be charged as per City Fee Ordinance. The minimum fee shall be \$150.00 for structure, \$125.00 for trades. Fee for stormwater permit is \$0.10 per square foot of lot area. Fee for site permit is \$0.02 per square foot of site work. 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. 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.

If any work is to be performed in the Public Right-of-Way, a \$150.00 Right-of-Way fee must be paid prior to review.

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

[https://library.municode.com/fl/naples/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH16COREPRMARE\\_ARTIID\\_DIV2BUFE\\_S16-52PEFE](https://library.municode.com/fl/naples/codes/code_of_ordinances?nodeId=PTIICOOR_CH16COREPRMARE_ARTIID_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.