

Window/Door Size for Size Only

Permitting Documents:

- Permit Application Form

Plan Review Documents:

- Floor Plan
- Current NOA and/or Product Approval
- Design Pressures

Regulations & Requirements:

1. Floor Plan must include:
 - a) Location of all rooms.
 - b) Location of all openings being changed out.
 - c) Size of openings.
 - d) Operating style.
 - e) Manufacturer and model of all window/doors.
2. Design pressures for all openings based on ASCE or FBC Tables to indicate design wind speed, exposure, and zone for each opening.
3. Opening pressure calculations for buildings greater than 60 feet in height must be signed and sealed by a Florida Registered Engineer or Architect.
4. Exterior windows and doors shall comply with the current FBC Section 1609 for wind loads and impact protection, and Section 705.8.5 for vertical fire separation.
5. Opening pressures and Miami-Dade NOA or FL State Product Approvals are required and should be highlighted (yellow marker) all pages/details that are applicable to the installation of the product including model #, pressures/sill riser heights and /or glazing options/mullion connections and fastener schedules.
6. 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
7. Florida Energy Conservation Code information must be provided as applicable.

Fees:

The fee for this permit is \$.50 per square foot of the gross square footage of the opening for the building permit. The minimum fee shall be \$150.00. 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 Initial Required Building & Fire Code Inspections: \$35.00 each inspection. A fee of \$100.00 will be charged for the required fire plan review.

The fee for garage door replacement is \$60.00 for the initial door being replaced, and \$30.00 for each additional door being replaced at the permitted address.

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.