

SAMPLE NOTIFICATION LETTER FOR CONSTRUCTION

This letter is to serve as the required **14-day** notification that our company will be doing construction at (insert address). As per the Naples Code of Ordinances, Section 16-291 Construction Site Management, I am required to notify owners of properties within 100 feet of the outer limits of the subject property. Construction will start no sooner than 14 days from the date of this letter and take approximately (insert timeframe). Our office number is (insert phone number). The City of Naples Building Department can be contacted during business hours at 239-213-5020 or after-hours at 239-564-9109.

SAMPLE NOTIFICATION LETTER FOR DEMOLITION

This letter is to serve as the required **14-day** notification that our company will be demolishing the structure located at (insert address). As per the Naples Code of Ordinances, Section 16-291 Construction Site Management, I am required to notify owners of properties within 100 feet of the outer limits of the subject property. Demolition will start no sooner than 14 days from the date of this letter and take approximately (insert timeframe). If you would like to have a **pre-demolition inspection**, by a licensed engineer or city-approved inspector, of your home prior to us commencing with the demolition please notify our office immediately. If you would like to have **on-site seismic monitoring** during the demolition please notify our office immediately. Our office number is (insert phone number). The City of Naples Building Department can be contacted during business hours at 239-213-5020 or after-hours at 239-564-9109.

SAMPLE NOTIFICATION LETTER FOR PILE DRIVING

This letter is to serve as the required **14-day** notification that our company will be doing pile driving at (insert address). As per the Naples Code of Ordinances, Section 16-291 Construction Site Management, I am required to notify owners of properties within 100 feet of the outer limits of the subject property. Pile driving will start no sooner than 14 days from the date of this letter and take approximately (insert timeframe). If you would like to have a **pre-pile driving inspection**, by a licensed engineer or city-approved inspector, of your home prior to us commencing with the pile driving please notify our office immediately. If you would like to have **on-site seismic monitoring** during the pile driving please notify our office immediately. Our office number is (insert phone number). The City of Naples Building Department can be contacted during business hours at 239-213-5020 or after-hours at 239-564-9109.