

## CITY OF NAPLES BUILDING DEPARTMENT: IRMA INFORMATION

**What does it mean when a posted unsafe is posted on a Property?** If a sign with **posted unsafe** has been posted on a structure, the structure has been inspected by a City Official and has been deemed to be unsafe for occupancy. **ONCE REPAIRS ARE MADE, THE UNIT CAN BE OCCUPIED.** Until the building has determined to be safe the property may only be entered for the purpose of removing personal property and/or making the property safe. Contact the building official 239-213-5008.

**What Makes a Property Unsafe?** A property is considered unsafe if the interior of the structure is exposed to the elements, if the carpets or floors are flooded, ceilings or walls are wet and/or the structure is structurally unsound.

**How should a Pools where the Screen Cage has been damaged or destroyed be protected?** Screen Enclosures with 25% or more damage should be completely removed. Screen enclosures may be demolished without a permit. Once a screen enclosure has been removed from a pool, the pool should be protected with a barrier. This can be done with an approved fence or screen enclosure. Orange safety fencing can be installed, temporarily, to protect the pool. If permanent pool barriers are installed, they should be at least 4 feet high, on the outside, with a self closing, self locking, gate or door, with a latch that is at least 54 inches high. If permanent fencing or a screen enclosure is installed, it must be permitted by a licensed contractor or an owner builder who meets the requirements of the City Ordinance.

**What are the requirements for replacing exterior openings?** If only the GLASS is replaced, it may be replaced with like materials, without a permit. If the entire window unit (glass and frame) is replaced, it must meet the current codes for wind and impact.\* In a single family home, if less than 25% of the opening area is being replaced, the impact requirement is not applicable. A permit is required to replace window units and to install shutter systems.

**Roof Repair Work:** Residential single family, 2 family, Commercial, and Condo's may perform roofing repair work without a permit for up to 500 sf of repair. The contractor making the repair must be licensed to work in the City of Naples. The contractor shall submit after the work is completed a scope of work along with an affidavit attesting that the Roof sheathing has been re-nailed to the current 2014 5<sup>th</sup> edition Florida Building Code and that the secondary water barrier has been put in place. This affidavit must list the Contractor's license number the date and time it was inspected, and be notarized. Once completed please have the affidavit dropped off or emailed to the City of Naples Building Department. All roof repairs over 500 sf must be permitted. All roofing permits, if required, will be expedited.

**What types of Temporary Sign Replacements are allowed?** If an electric sign has been damaged and the frame (or can) is still present, a business owner may cover it with a banner sign or plywood sign. If a non-electric sign has been damaged it may be replaced with a 4ft. x8ft. or 32 sq. ft. ground sign. \_

**How can I choose a Contractor?** If property owners use contractors to perform any work, they should check to make sure the contractor is properly licensed. All contractors performing work in City of Naples also register with at the City Building Division office and provide proof of liability and worker's compensation insurance. Some contracting trades do not require a license. Please call Collier County Contractor Licensing at 403-2431, for more information regarding contractor licensing. **Do not pay contractors in advance or provide a deposit. Only make payment for work completed. Do not make final payment until an affidavit is provided for submission to the building department or a Certificate of Completion (CC) from the Naples City Building Department if a permit was issued.**