



**City of Naples - Building Department**

295 Riverside Circle | Naples, Florida 34102  
Phone: (239) 213-5020  
www.naplesgov.com

**HISTORIC BUILDING  
ADDITION/ALTERATION  
PERMIT APPLICATION**  
Florida Building Codes, 6th Edition 2017

**Job Information: (See Regulations and Information on page 2 for more details.)** Permit Application #: \_\_\_\_\_

Tax/Folio#: \_\_\_\_\_ Legal Description: \_\_\_\_\_

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Email: \_\_\_\_\_

Est. Cost: \$ \_\_\_\_\_ Total Sq. Ft. of Working Area: \_\_\_\_\_ Permit Expiration Date: \_\_\_\_\_

**SQ. FOOTAGE MUST REFLECT ENTIRE ROOM AREAS IN WHICH EACH TRADE WILL BE INVOLVED IN PROJECT.**

<u>Work Area / Trade:</u>	<u>Addition</u>	<u>Alteration</u>	
Building square ft.:	_____	_____	ROW Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No ROW sq. ft.: _____
Electrical square ft.:	_____	_____	Roof Type: _____ # of squares: _____
Plumbing square ft.:	_____	_____	Identify type of Termite Protection to be used: _____
Mechanical square ft.:	_____	_____	

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check all items included with permit package (*Italicized items are REQUIRED with all applications*):**

Two completely assembled sets of plans consisting of the following:

- \_\_\_ *Separate 8.5x11 Detailed letter of Scope of Work*
- \_\_\_ *Architectural Floor Plans*
- \_\_\_ *Construction Site Management Form / Plan*
- \_\_\_ *Structural Drawings*
- \_\_\_ Electrical - w/load calculations
- \_\_\_ Plumbing
- \_\_\_ Mechanical
- \_\_\_ Water Meter Sizing Chart

Two copies of the following must also be included for additions:

- \_\_\_ *Survey - Elevation Certificate*
- \_\_\_ *Truss Layouts & Design Loads*
- \_\_\_ *Spatial Perception Drawings*
- \_\_\_ *Site Plan w/Setbacks*
- \_\_\_ (2) *Energy Calculations*
- \_\_\_ *Building Elevations*
- \_\_\_ Storm Water Drainage Plan
- \_\_\_ DRB, PRPOA, & Other Approvals

**Lot / Building Data (Required for additions):**

Lot width: \_\_\_\_\_ ft. Lot depth: \_\_\_\_\_ ft. Lot area: \_\_\_\_\_ SF Current Flood Zone: \_\_\_\_\_

Actual Setbacks (feet): Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left Side: \_\_\_\_\_ Right Side: \_\_\_\_\_

New Bldg. footprint: \_\_\_\_\_ SF New Bldg. height: \_\_\_\_\_ FT

New Gross square footage: \_\_\_\_\_ SF New Bldg. width: \_\_\_\_\_ FT

Max. Buildable area allowed: \_\_\_\_\_ SF New Bldg. depth: \_\_\_\_\_ FT

Zoning District: \_\_\_\_\_

**Regulations and Information (*Italicized items are required with ALL applications*):**

1. Required plan size is 24" x 36" maximum. Plans must be to scale with a minimum of 3/16"=1'.
2. A total floor plan must be submitted for any additions/alterations with work areas clouded.
3. 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, before and after proposed additions/ alterations.
4. Exterior windows and doors shall comply with FBC and Residential wind loads and impact protection. Opening pressures and Miami-Dade NOA or FL State Product Approvals are required.
5. Windows within sight of the beach will comply with Section 52-61(6) of the Code of Ordinances (turtle glass).
6. Owner-builders must sign an affidavit.

**Electrical:**

1. Electrical load calculations must be submitted with plans when electrical work exceeds 30 amps.
2. If the electrical service is equal to or greater than 600 amps, a Florida Registered Engineer must sign the plans with a raised seal.
3. A temporary power inspection will allow the power to be turned on, with the understanding that the areas under construction will not be occupied until a Certificate of Occupancy or a Certificate of Completion is issued.

**Flood & DEP:**

1. If this site is located in an AE, AH or VE Zone; Please provide the SHPO document submittal and approval letter.
2. Additions will require a Final Elevation Certificate.
3. Projects west of the Coastal Construction Control Line (CCCL) may require prior approval from DEP and the City of Naples Natural Resource Manager.
4. Provide one of the Hazard Mitigation efforts listed in City Ordinance 16-116

**Additions:**

1. Site plans with proposed addition within setbacks are required. Driveway width and setbacks must be noted on the site plan when a new driveway is to be installed. Check to see if a driveway permit is to be acquired from the City of Naples, Collier County, or the State of Florida Dept. of Transportation (DOT).
2. Max building area / lot coverage must be shown for any additions that increase the building footprint.
3. NO construction activity is allowed after slab is poured until a Spot Survey has been SUBMITTED to and APPROVED by the City of Naples Building Department.
4. All accessory structures must be permitted separately. Including but not limited to fences, walls, pools, screen enclosures and generators. Note: The planting of trees and shrubs, Driveways, and all other work in the City Right Of Way (ROW) must first be permitted and approved by the Street and Stormwater Department ROW Permit.

**General:**

1. If this site is located in the Coastal Building Zone, a Design Professional must sign the structural plans with a raised seal.
2. Check with the respective property owners association for deed restrictions.
3. Other supporting documents, such as variances, conditional use permits; and/or DRB approvals and GDSP's must accompany your plans.

**Fees:**

1. Fee for this permit is \$0.50 per square foot of proposed work area for the building permit, or a minimum fee of \$150.00. Other required permits (electrical, plumbing, mechanical etc.) will be charged as per City Fee Ordinance.
2. A \$25.00 zoning fee will be charged if applicable.
3. A plan review fee, equal to 15% 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.
4. It is the contractor's responsibility to contact the Building Department when all final inspections are complete to obtain a Certificate of Occupancy or Certificate of Completion.

**Prime Contractor Information:**

**Contractor:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Job Representative:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
City State Zip

**Architect/Engineer:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
City State Zip

**Sub-Contractor Information:**

**Electrical:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Low Voltage:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mechanical:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Plumbing:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Roofing:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Fire Alarm:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Misc.:** \_\_\_\_\_ **State Cert/CC Comp Card #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Recorded Notice of Commencement must be posted if the project valuation exceeds \$2,500.00

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**Contractor's Affidavit:**

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced. **No work whatsoever will commence until the building permit has been issued.**

- The permit fee will be doubled if work is started without an approved permit.

\_\_\_\_\_  
Print Name of Qualifier

\_\_\_\_\_  
Signature of Qualifier

State of Florida

County of \_\_\_\_\_

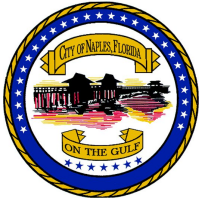
The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature, Notary Public - State of Florida

(Seal)

\_\_\_\_\_  
Printed, Typed, or Stamped Name of Notary



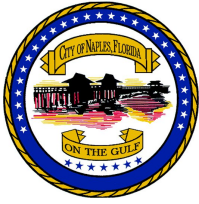
## **NEW CONSTRUCTION / ADDITION DEMOLITION AND PILE DRIVING CONTRACTORS**

The Naples Code of Ordinances, Section 16-291 Construction Site Management, requires contractors and owner-builders involved in the construction of structures to notify (by mail) the owner of properties located within 100 feet of the outer limits of the subject property. Such notification shall take place at least 14 days prior to construction and shall include the contractors or owner-builder phone number, the phone number of the Building and Zoning after-hours Construction Site Inspector, and the timetable for construction activities.

The contractor or owner-builder must offer all adjacent properties an opportunity to have their properties inspected by an engineer/inspector prior to demolition and/or pile driving. The intent of this inspection is to create a record of conditions prior to work occurring. The contractor or owner-builder must also offer all adjacent properties an opportunity to have on-site seismic monitoring during demolition and/or pile driving. Adjacent properties typically share or touch a common point. (Properties separated by an alley are considered adjacent-properties located across streets and canals are not considered adjacent).

As per Section 16-291, a permit for construction, demolition of an existing structure (tear down) and/or to drive piles (pile driving) will be issued until the contractor of record signs and attests to the "Demo, Pile Driving & New Construction Notification & Offer" form attached to the respective permit application. The contractor must also attach a copy of the letter(s) sent, a list of property owners with addresses, along with a receipt or other proof of mailing.

The contractor of record or the owner-builder shall be the party responsible to insure that the notification and offers have been made and that reasonable effort to comply with the requirements of this ordinance has occurred. Records of these offers shall be maintained by the contractor or owner-builder and be made available to the Building and Zoning Division upon request.



# DEMOLITION, PILE DRIVING, & NEW CONSTRUCTION / ADDITION NOTIFICATION & OFFER FORM

Permit Application #: \_\_\_\_\_

Subject Property Address: \_\_\_\_\_

**Please check all that apply and select N/A for items not applicable:**

or  N/A: I have notified all property owners within 100 feet of the outer limits of the subject property at least 14 days prior to commencement of construction, demolition and/or pile driving or similar activities. This notification includes: a phone number for the contractor or owner-builder, the phone number of the Building and Zoning after-hours Construction Site Inspector, and the timetable for construction activities - Required

or  N/A: I have made an offer to all adjacent property owners to have an engineer/qualified inspector conduct a pre-demolition or pre-pile driving inspection prior to commencing any of the referenced or similar activities.

or  N/A: I have made an offer to all adjacent property owners, to have on-site seismic monitoring during demolition or pile driving.

or  N/A: I have attached a copy of the letter(s) sent, a list of property owners with address, and a receipt or other proof of mailing. - Required

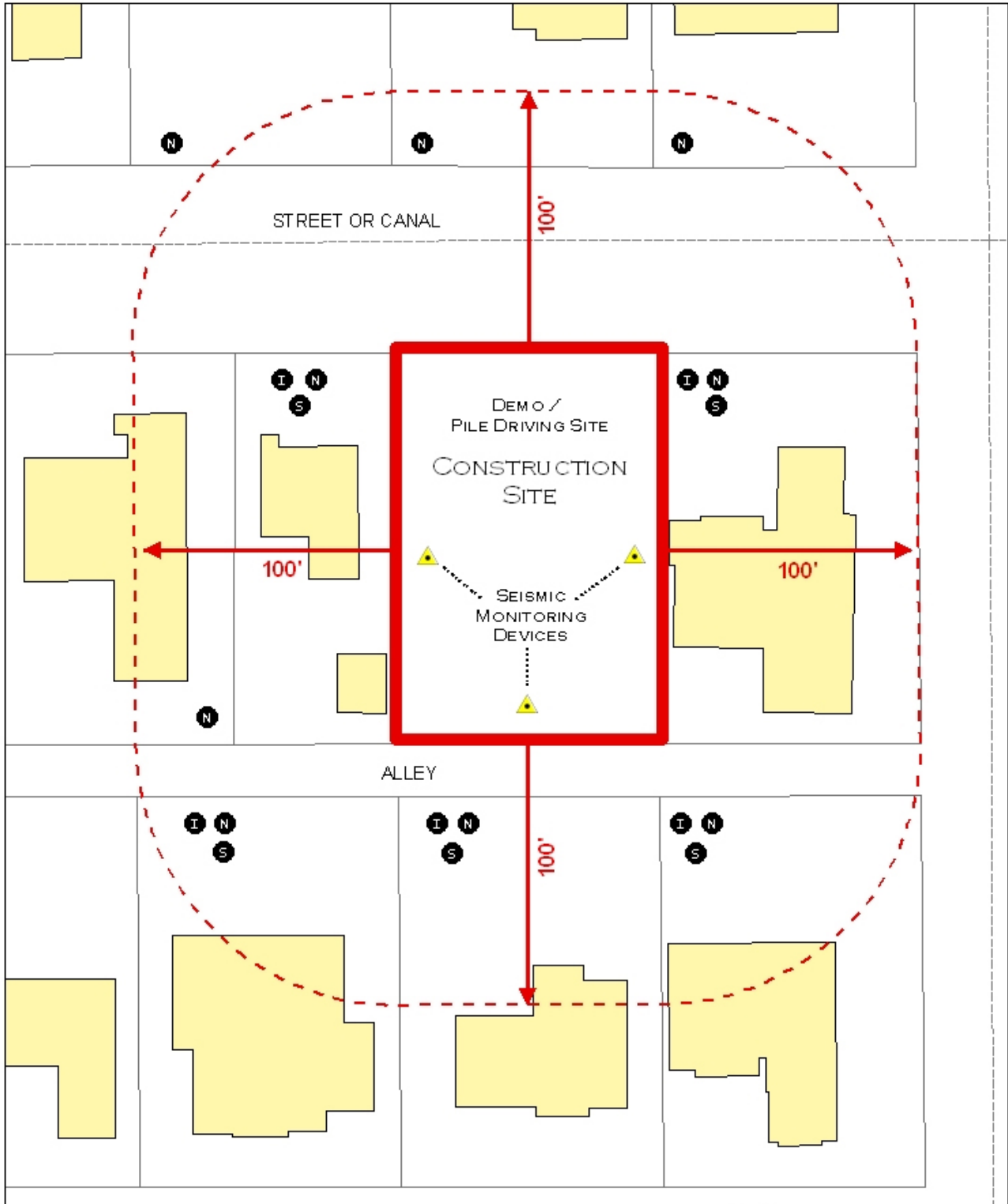
**As per the Naples Code of Ordinances, Section 16-291 Construction Site Management, I am attesting to the fact that the above notifications and offers have been made in accordance with the referenced code.**

**I certify that the above information is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Printed Name of Contractor or Owner-Builder

\_\_\_\_\_  
Signature of Contractor or Owner-Builder

\_\_\_\_\_  
Date



January 2007

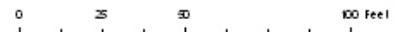
**GIS DIVISION**

City of Naples  
 295 Riverside Circle  
 Naples, Florida 34102  
 Ord. 16-291

The City of Naples assumes no liability for errors or omissions in the accuracy of this map.

**LEGEND**

- N** Notification Required
- I** Inspection Offer Required
- S** Seismic Monitoring Offer Required





CITY OF NAPLES  
 295 Riverside Circle  
 Naples, FL 34102  
 (239) 213-5020  
 www.naplesgov.com

## CONSTRUCTION SITE MANAGEMENT FORM

**Two** copies of a site plan showing the locations of all construction materials must be submitted at time of permit application. **Two** copies of this form and all required plans must be submitted with the building permit application.

**Permit Application #:** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **24-Hour Contact Number:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Type of Work:**

- Demolition     New Construction     Addition     Alteration

\*\*\*PLEASE NOTE: UPDATES TO THIS FORM ARE IN **BOLD FONT**\*\*\*

**Select Applicable Numbers:**

- \_\_\_ 1. Basic topographical elevation indicating direction of surface water runoff to protect erosion of soil and water runoff with utility and drainage plan. Show proposed elevations.
- \_\_\_ 2. Construction fence - **Include location and dimensions of fence.**
- \_\_\_ 3. Silt fence
- \_\_\_ 4. **Indicate number of parking spaces** and show stabilized area for parking and access, including **written parking plan for final phase of project.**
- \_\_\_ 5. **(2) Signs – City of Naples Construction Site Sign & Job Address Sign.**
- \_\_\_ 6. Temporary trailer - Construction trailers 16' x 8' or smaller (on wheels) do NOT require a permit. All other trailers must be submitted on a Temporary Use Construction Permit.
- \_\_\_ 7. Chemical toilet
- \_\_\_ 8. Dumpster
- \_\_\_ 9. Material storage and staging area
- \_\_\_ 10. **Material delivery access point**
- \_\_\_ 11. Off-site parking
- \_\_\_ 12. Site maintenance and cleanliness plan
- \_\_\_ 13. Plan for weather emergencies
- \_\_\_ 14. **I have read and will comply with City Ordinance Chapter 16 Section 16-291 Construction Site Management.**

**Additional Comments:**

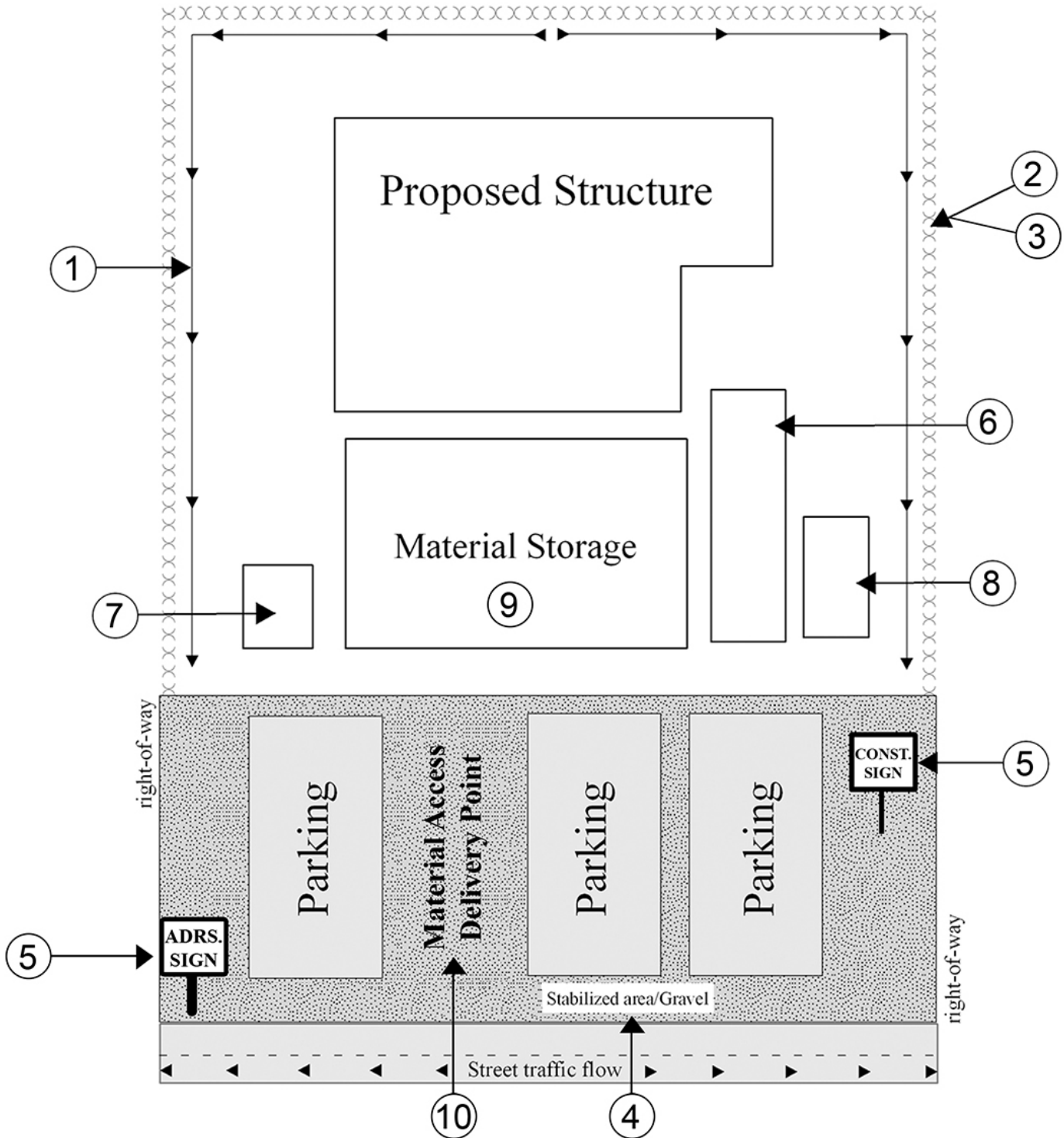
Contractor's  
 Signature: \_\_\_\_\_

Building Division Approval: \_\_\_\_\_

**Please Note: Plan must be sized to accommodate the use of readable scale.**



# Construction Site Management Plan (Sample Plan)



- |   |                                     |
|---|-------------------------------------|
| ① Surface Water Run Off Direction                 | ⑥ Construction Trailer              |
| ② 6ft Construction Fence                          | ⑦ Chemical Toilet                   |
| ③ Silt Fence                                      | ⑧ Dumpster                          |
| ④ Stabilized Area For Parking                     | ⑨ Material Storage and Staging Area |
| ⑤ City of Naples Construction Sign & Address Sign | ⑩ Material Access Delivery Point    |