



## PERMITTING PROCEDURE FOR NEW SINGLE FAMILY & DUPLEX RESIDENCES, ADDITIONS, ALTERATIONS, ACCESSORY BUILDINGS & DETACHED GARAGES

Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the current Florida Building Code and local ordinances.

### **APPLICATION FOR PERMIT- The application will not be accepted unless all paperwork is complete. Required at time of application.**

Property owners' name, number and email.

- a. Contractor's license number, address, Contact person, **TELEPHONE AND EMAIL ADDRESS.**
- b. Strap number - 17 digit # found on your tax bill or available from the Lee County Property Appraiser's Office at 2480 Thompson St Fort Myer, 239-533-6100;
- c. Job site address, full scope of work, square footage, and value;
- d. Type of roof, i.e. shingle, tile, metal or built-up;
- e. Electrical amps;
- f. Air conditioning, SEER rating, KW's and Tonnage;

### **DRIVEWAY**

- a. New residential construction may require a Driveway ROW-Residential only permit and a Site permit beyond the ROW;  
Note: If property is located on a county-maintained road, a Lee County driveway permit is required. If you need additional information, please contact Lee County at 239-533-8329

### **SURVEYS**

#### *SEC. 34-639. SURVEY REQUIREMENTS -AT TIME OF SUBMITTAL*

- a. A **BOUNDARY / TOPOGRAPHIC SURVEY** at the time of building permit with all typical information, including but limited to, nearby water bodies, seawalls, streets, lot lines, structures, site improvements, flood zone information, and easements; Survey must depict 1978 and 1991 Coastal Construction Control Line(s), where applicable

#### *SEC. 34-639. SURVEY REQUIREMENTS -DURING CONSTRUCTION*

- a. **FOUNDATION/ SPOT SURVEY** - For new construction/Accessory buildings & structures- required within 10 days after a passed 101 foundation/slab inspection;
- b. **STRUCTURE AS-BUILT/ HEIGHT VERIFICATION SURVEY**- This is to verify the structural height of the building measuring from slab to the tallest horizontal member. To show its consistent with the applicable zoning district. This can be submitted along with the Building under construction elevation.

#### *SEC. 34-639. SURVEY REQUIREMENTS -SUBMITTED BEFORE CO OR CC*

- c. **AS-BUILT SURVEY- for new construction** Upon completion of a project which changes the building envelope, building height, site grading and stormwater, or infrastructure, an as-built survey shall be required. This must be submitted prior to issuance of a certificate of occupancy,

### **DRAINAGE- Sec.6-14 Neighborhood flooding**

Site Grading Plan complying with the Fort Myers Beach LDC Section 6-14 must accompany the permit application.



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**GENERAL SITE PLAN REQUIREMENTS** - The following items must be on your site plan and required at the time of submittal.

- a. All four lot corners, lot lines and dimensions;
- b. Location and name of streets or drives bordering the lot;
- c. If there is a water body within 25 feet of your project, indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf).
- d. The size of the existing and proposed building(s); the location of proposed or existing driveways; and the location of all easements on the lot;

### **COASTAL ZONE**

- a. If this site is located in a Special Flood Hazard Area, the finished floor elevation must meet the required Design Flood Elevation. An elevation certificate must be submitted after the lowest floor of the building is in place and prior to further vertical construction.
- b. All materials used below the required base flood elevation must be flood resistant (FEMA TB-2). 6. Structures built seaward of the Coastal Construction Control Line (CCCL) may have high elevation requirements as per FDEP 100-yr Flood elevation

### **MASTERED PLANS**

If plans are intended to be mastered, the engineer or architect must indicate by a sealed letter or statement on the plans that he approves of the repetitive use of the plans for permitting.

### **CONSTRUCTION DETAIL (BLUEPRINTS)**

**All signed and sealed plans submitted online must be digitally signed and sealed by the design professional or through a third-party provider.**

- 1) Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the Florida Building Codes. The following information related to wind loads shall be shown on the construction drawings:
  - a. Basic wind speed, mph, (m/s);
  - b. Wind importance factor (I) and building category;
  - c. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated;
  - d. The applicable internal pressure coefficient;
  - e. Components and Cladding. The design wind pressures in terms of psf (kN/m<sup>2</sup>), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. If the construction is located in a coastal area specific to the
  - f. limitations under The Fort Myers Beach Land Development Code, Chapter 14, Sea Turtles
  - g. Conservation; also Chapter 6, Article III Coastal Construction Code, and Article IV Floodplain Regulations, the architect or engineer shall provide a statement of compliance with those applicable code sections.

One (1) set of construction drawings must be submitted. The plans must bear the following specific information:

- a. Elevation for front, rear, right and left sides;
- b. Foundation plans;
- c. Floor plans. If an addition or enclosure, floor plans must identify rooms adjacent to the addition/enclosure as well as means of ingress/egress;
- d. Lateral breakdown (typical wall section from roofing through to foundation and NGVD elevation.
- e. Duplex must have a tenant separation wall of UL Design or equal;
- f. Location of electric and plumbing;
- g. Conventional roof framing layout. If trusses, include engineered truss layout from truss manufacturer;



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- h. If living area, one set of energy calculations (revised) will be required;
- i. Indicate the state of Florida approval numbers for the windows, shutters, doors, garage doors and/or overhead doors;
- j. If construction requires sprinklers, plans must show compliance with State of Florida Administrative Code 61G15-32.

### **PUBLIC WATER/SEWER (SFR & DUPLEX ONLY)**

If construction is located on private or public water and sewer, a letter must be submitted from the appropriate utility company verifying availability to the site at the time of submittal of application.

### **ENERGY CALCULATIONS (SFR, DUPLEX AND/OR ALL LIVING AREA ADDITIONS)**

One (1) copies of the energy calculations (revised) and one (1) cover sheet (copy of 1st page of energy calculations) must be submitted with your application.

### **OWNER-BUILDER DECLARATION OF SELF USE**

An owner-builder statement must be signed and notarized. Owner builder must be able to do all the work themselves or hire licensed contractors.

### **NOTICE OF COMMENCEMENT (if construction value is over \$2500 )**

A Notice of Commencement must be notarized and recorded with the Lee County Clerk of Courts prior to commencement of work.

## **FOR YOUR INFORMATION**

### **TRACKING YOUR APPLICATION, INSPECTIONS & RE-INSPECTION FEES**

You may track your application and or inspection results and pay fees online by going to [www.fortmyersbeachfl.gov](http://www.fortmyersbeachfl.gov)

- Go to **Building Services** and click on **Permit search or Permit Portal**.
- Enter the address or permit number

### **REVIEW PROCESS TIME**

The review process time will vary with the department's workload.

### **REJECTED PLANS**

Plans will be rejected if additional information is required to complete necessary reviews. Additional information that is required will be emailed to the applicant along with a review letter.

**\*\*\*Any resubmittals after the 2<sup>nd</sup> resubmittal will incur additional fees\*\*\***

### **RE-SUBMITTING REJECTED PLANS AND REQUESTS FOR ADDITIONAL INFORMATION**

The customer will submit all corrections together at one time with an appropriate response to each review comment. Resubmittals will not be processed until all review comments are addressed.



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### HOW WILL I KNOW WHEN MY PERMIT IS READY?

Applicants will be notified by email correspondence once the reviews have been completed. At that time, you will be given the required fees due and any other paperwork we may need.

### CHANGES TO THE APPROVED PLANS (REVISIONS)

Any changes must be submitted through email at [buildingpermits@fmbgov.com](mailto:buildingpermits@fmbgov.com) for processing. If the original plans were sealed by an architect or engineer, the revisions must also be sealed. These must be approved, prior to commencement.

### POSTING THE PERMIT

Permits must be posted at eye-level, visible from the road and protected from the weather. There must also be a set of the approved plans on the job at the time of inspection(s).

### SANITARY FACILITIES (PORTA JOHN)

Upon issuance of a building permit, and before the footing inspection is performed, the job site must have sanitary facilities and a trash retainer.

### GARBAGE

No Certificate of Occupancy can be issued on Residential units of four (4) or less until proof of payment has been received to Waste Management (239) 533-8000

### CERTIFICATE OF OCCUPANCY

The building may not be occupied until the final inspection has been completed and a Certificate of Occupancy is issued, at which time the power company will be notified to connect permanent power. Violators will be cited, and temporary power will be disconnected.

### ADDITIONAL PERMITS (if required)

Plumbing, Electrical, Air Conditioning, Roofing, Lawn Sprinkler system, Pools (including above- ground), Spas, Enclosures, Fences, Solar, LP/Natural Gas. Fire sprinkler or Fire Alarms systems permitted through FMB Fire Department.

### TERMITE CERTIFICATES

A Certificate for Termite Treatment is required on the permit board pursuant to Florida Building Code, Section 1816.1.

### ELEVATION CERTIFICATES

d. **BUILDING UNDER CONSTRUCTION ELEVATION CERTIFICATE** \_must be provided upon completion of first habitable floor prior to continuance of work.

e. **FINAL ELEVATION CERTIFICATE** must be submitted (prior to CO or CC)- No Certificate of Occupancy or Certificate of Compliance will be issued before approval. The Elevation Certificate shall include all current information and completed on a current FEMA approved Elevation Certificate form. Flood vent data maybe required.