



Town of Fort Myers Beach

Commercial Building/ Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Town of Fort Myers beach building permit.

1. Permit Description
2. iWorQ Application Package (Electronic Submission)
3. Pay your fees
4. Understand the review process and track your application
5. Receive Your Permit
6. Request a final inspection
7. Obtain the Certificate of Compliance/ Completion or Certificate of Occupancy

1. Permit Description

A Commercial Building permit is required for commercial new construction, additions, alteration or remodeling. The Florida Building Code and the Town of Fort Myers Beach Land Development Code define permit requirements. Each commercial construction project may require multiple work activities and, therefore, may also require multiple permits.

All commercial permit applications require a state-licensed contractor, who is also registered with the Town of Fort Myers Beach.

The Commercial Application may be used for the following commercial construction projects:

New Building- new construction of a structure intended for commercial use, such as: Hotel/motel/resort, office/ financial/ professional services, parking structures, recreational structures, retail;

Alteration to the Primary Structure- Interior or exterior construction or renovation to an existing structure without adding square footage (for example- a tenant buildout);

Addition to the Primary Structure- extension or increase in floor area, number of stories, Hotel/motel/resort, office/ financial/ professional services, parking structures, recreational structures, retail, (Includes Remodeling);

Accessory Structures- includes awning/canopy, garage, deck, dumpster, gazebo, playground, pool enclosure, shed, and unenclosed structure (includes New, addition or remodel).

Refer to the links below for applicable codes, Ordinances and additional information:

- [Frequently Asked Questions](#)
- [Resource Library](#)

Need help? Contact us @ Buildingpermits@fmbgov.com with your detailed questions.

FORT MYERS BEACH ESTERO ISLAND

P. 239-765-0202 | Email: buildingpermits@fmbgov.com | 2525 Estero Boulevard, Fort Myers Beach, FL

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2. iWorQ Application Package (Electronic Submission)

Applicants and Contacts

1. If a licensed contractor is providing service for this permit, they must provide the following to register with the Town:
 - Copy of State License
 - Worker’s Compensation Insurance/ Exemption
 - Proof of liability Insurance (made out to the Town of Fort Myers Beach)

Email to contractorregistration@fmbgov.com

iWorQ Steps- All applicants are required to use iWorQ to electronically submit their application package. [Click here for required documents/and procedures](#)

1. Click on the [Request Portal](#), under the “Enter Citizen Request”, “click submit request”.
2. Enter the job address in **Project Address**
3. Click on **Project Type** and select **Commercial**.
Provide the **property Information** (*indicate required fields) to identify the property for which the application will be used.
4. Upload **ALL** applications, plans and supporting documents that are required in each permit request that you submit.
5. Click on the **Submit button**.

Note: The system has a 25 MB limit per upload. If a file is too large, document must be separated into multiple uploads.

PDF FILES ONLY

Name the files for what they are (for example)

Separate Files	Combined Files
<p><u>Commercial</u></p> <ul style="list-style-type: none"> • Survey • Site Plan • Drainage Plan • Architectural Plans- multipage file • Engineering Plans- multipage file • Structural Plans- multipage file 	<p>Application(s), Affidavits, Disclosure of Ownership Interest, Aerial photograph, Area location map</p>

Notice: Each permit application is subject to individual evaluation and may require additional reviews that may add time to the review process. There may be additional permits required from other governmental entities.

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3. Pay Your Fee(s)

All payment must be received prior to reviewing the application. Payments may be made through the [Permit Portal](#); or make a check out to the Town of Fort Myers Beach.

iWorQ instructions: Search for your permit number in the search bar and click search. Click on the permit number. Once in the permit record, scroll down and select the *Submit payment*.

4. Understand the Review Process and Track your Application

When the application package is first received, it is reviewed to determine that the general application is complete and that all required documents, signatures and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review.

Town of Fort Myers Review of Application Package

After payment is requested and received, the application will be assigned to multiple simultaneous reviews. The reviewers will check for compliance with the Land Development Code, Town Ordinances, and the Florida Building Code.

Applicants can use [iWorQ Permit Portal](#) at anytime to track the progress of the application.

Fire district Contact Information- If your application requires a Fire review, it will be completed by the Fort Myers Beach Fire Department. There is an additional fee that you must pay directly to them before they release their comments back to the Town.

Please contact them at 239-590-4210, Email Prevention@FMBFire.org

Notice of Rejection

If corrections are required, a member of the Building Services Department will send a notice of rejection letter through iWorQ.

To correct plans:

- Submit all corrections together at one time with an appropriate response/ cover letter and plan documents showing where each corrected item can be found. Resubmittals will not be processed until all review comments are addressed. Email to resubmittal@fmbgov.com and include the permit number address in the subject line.

Any resubmittal after the 1st resubmittal will incur an additional fee. (\$60.00 per resubmittal)

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Notice of Completeness

Reviews Completed- Notification sent: Staff completes a final review to determine any outstanding required documents and fees to be paid. An email will be sent from iWorQ to the applicant.

5. Receive Your Permit

Once approved, applicants will receive email notice directing them to access the [Permit Portal](#) to print their permit and Job Site copy.

Prior to Beginning Site Work

If applicable, the following will be required prior to starting any site work:

- Surety [[10-125](#)]
- State and Federal permit(s)
- Right of Way permit

6. Request a final Inspection

Reference the issued permit for a list of the required inspections. All inspections must be scheduled through the iWorQ Permit Portal. An access code is required when you request inspections through the [Permit Portal](#). An access code has been emailed to the contractor at their email address on file. If you misplaced your access code please email buildingpermits@fmbgov.com

Please note:

- *Time specific inspection appointments are not available at this time.*
- *Please be aware that inspections scheduled after 4PM will not be scheduled until the following business day.*
- *If you need to make changes to an existing inspection request, please email inspections@fmbgov.com*

Required on job site at time of inspection

- Inspection permit board
- Recorded Notice of Commencement (recorded through the Lee County Clerk of Courts office)
- Approved plans (Job Site Copy)
- Product Approvals or Notice of acceptance (NOA's)
- Threshold paperwork (if applicable)
- Private Provider info (if applicable)

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7. Obtain the Certificate of Compliance/ Completion or Certificate of Occupancy

The basic review for Certificate of Occupancy/Compliance or Completion consists of the following:

1. All conditions met such as Termite Certificate, As-built Survey, etc
2. Passed final inspections for structural and sub permits.
3. Passed Fire inspections
4. Development Review site approval related to a Development Order or Limited Development Order. Contact the Planning Department by email zoningpermits@fmbgov.com

If any of these of these items are missing, a condition is added (Outstanding Insp for CO/CC to the inspections, listing what must be submitted prior to issuance of a certificate.

Please note: These are basic requirements; your permit may require additional items depending on the scope of work.

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Job Information:

Owner Name: _____ Phone # _____
 Owner Email: _____
 Owner Mailing Address (if different): _____
 STRAP #: _____
 Job Address: _____ Fort Myers Beach, FL 33931 Lee County

Contractor's Information:

Contractor Business Name: _____ License #: _____
 Qualifiers Name: _____ Email: _____
 Phone# _____ Address: _____

Scope of work: _____

Estimated sqft: _____ Estimated cost value: _____ **if over \$2500 a NOC is required*
 Are you using Private Provider services for Plan Review? YES NO Inspections? YES NO
 Construction Details Mastered? YES NO MASTER#: _____

SELECT CONSTRUCTION TYPE

NEW COMMERCIAL CONSTRUCTION ADDITION/ALTERATION FOUNDATION
 ACCESSORY STRUCTURE/ MODULAR REMODEL

Type of lot: Vacant Existing Home demolished Demo Permit# _____

Building Data:

Footprint under roof	Ft.	A/C Sq. Ft	Ft.	Bldg. Width	Ft.
Total Sq. Ft under roof	Ft.	Bldg. Depth	Ft.	Bldg. Height	Ft.
Number of Bedrooms: _____		Number of Bathrooms: _____		Number of Floors: _____	

Sub Information:

Elect. Amps: _____	Plumbing: No <input type="checkbox"/> Yes <input type="checkbox"/>
A/C Duct Only: No <input type="checkbox"/> Yes <input type="checkbox"/>	A/C: _____ Seer: _____ KW: _____ Tons: _____
Roof Type: _____ Roof Squares: _____	F. Sprinklers / F. Alarm / Monitor: Yes <input type="checkbox"/> No <input type="checkbox"/>
Original Sq. Ft under roof: _____	
LPG / Natural Gas: Yes <input type="checkbox"/> No <input type="checkbox"/>	Shutters: Yes <input type="checkbox"/> No <input type="checkbox"/> Impact windows: Yes <input type="checkbox"/> No <input type="checkbox"/>

Your Business tax id requires a separate zoning review when a new business, change of use, or an increase of intensity occurs.

TURTLE GLASS: Comply with the Town's Sea Turtle Conservation Ordinance. All glass windows, walls, railings, and doors on the seaward and shore-perpendicular sides included in any new construction,



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alteration, or window replacement shall utilize glass with an inside to outside light transmittance value of **15 percent or less.**

An electronic set of plans consisting of the following in PDF format must be included with the application:

- | | |
|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Boundary/drainage Survey | <input type="checkbox"/> Truss layouts and design loads |
| <input type="checkbox"/> Structural | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Energy calculations |
| <input type="checkbox"/> Electrical/Mechanical/Plumbing | |
| <input type="checkbox"/> Variances or DEP Approval | |

Regulations and information

1. Town of Fort Myers Beach is regulated by the Florida Building Code 7th Edition (2020). For more information about the code or to purchase the code, visit www.floridabuilding.org.
2. To be an owner builder you must maintain the home as your primary residence for a minimum of one year after CO. You must be present for the permitting process, the construction process, the inspection process, and at CO.
 - a. Properties in a Trust or LLC cannot submit owner builder permits.
3. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
4. 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.
5. 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.
7. If removing protected trees or vegetation, it is required to submit a vegetation permit application.
8. Dumpster enclosure location is required to be noted on site plan.
9. Spot Survey is required within 10 days after the approved slab inspection, as-built Survey before CO.
10. Building under Construction Elevation Certificate is required with the spot survey, Final Elevation Certificate before CO.
11. 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 Occupation or a Certificate of Completion is issued.
12. It is the contractor's responsibility to contact the Building Department when all final inspections are complete and obtain a Certificate of Occupancy or a Certificate of Completion.

Per Chapter 34. Article IV. Division 20 Lighting Standards Code, the applicant for any development order or building permit involving exterior lighting fixtures, must submit as part of the application evidence that the proposed work will comply with the outdoor lighting standards of the Lighting Standards Code. Fully shielded, full cutoff luminaires with recessed bulbs and flat lenses are the only



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permitted fixtures for outdoor lighting. Additional exterior lighting is not authorized unless specifically excepted in the Town's code.

Specifically, the submission must include the following:

- (1) Plans indicating the location on the premises and the type of illuminating devices, fixtures, lamps, supports, reflectors, and other devices.
- (2) A detailed description of the illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description must include manufacturer's catalogue cuts and drawings, including pictures, sections, and proposed wattages for each fixture.
- (3) All applications for development orders or building permits, except for single-family and two-family building permits, must provide photometric data, such as that furnished by the manufacturer of the proposed illuminating devices, showing the angle of cutoff and other characteristics of the light emissions including references to the standards contained herein.
- (4) All applications for development orders or building permits, except for single-family and two-family building permits, must provide photometrics in initial footcandles output for all proposed and existing fixtures on-site shown on a 20-foot by 20-foot grid on an appropriately scaled plan. On-site lighting to be included in the calculations must include, but is not limited to, lighting for parking lot, canopies, and building-mounted and recessed lighting along the building facades and overhangs. The photometric plan must include a table showing the average, minimum, and maximum footcandles of illumination on the site and within 50 feet of the site and the calculations deriving the averages. Evidence must be provided demonstrating that the proposed lighting plan will comply with the requirements of this code. The use of a light loss factor (LLF) is not permitted in these photometrics. This photometric plan must be coordinated with the landscape plan to identify the location of trees and other landscaping features with respect to the lighting devices. Rejection or acceptance of the photometric plan will be based on the Lighting Standards Code.

Per Sea Turtle Conservation Ordinance 21-03:

Prior to issuance of a development order and/or building permits for **all new structures, new construction, and improvements to existing structures seaward of the Coastal Construction Control Line as defined by F.S. § 161.053**, a town approved lighting plan meeting the provisions of the Sea Turtle Conservation Ordinance 21-03 and LDC Chapter 34. Article IV. Division 20. - Lighting Standards is required.

Prior to issuance of a development order and/or building permits for **all multifamily, commercial, and industrial new structures, new construction, and improvements to existing structures landward of the Coastal Construction Control Line as defined by F.S. §161.053**, a town approved lighting plan meeting the provisions of this article and Chapter 34. Article IV. Division 20. - Lighting Standards is required.

Lighting plan means plan view and cross section drawings describing location, number, wattage, wavelength, elevation, orientation, fixture cut sheets, and all types of proposed exterior artificial light sources, including, but not limited to, artificial lighting affixed to permanent structures, outdoor lighting, pool lighting, and internally or externally lighted signs.



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Long wavelength means a luminaire emitting light wavelengths of 560 nanometers or greater and absent wavelengths below 560 nanometers. Lamps that meet the definition of long wavelength through the use of filters, gels, or lenses are not permitted.

Fully shielded means a lighting fixture constructed in such a manner that the glowing elements, lamps, globes, or reflectors of the fixture are completely covered by an opaque material to prevent them from being directly visible from the beach. Any structural part of the light fixture providing this shielding must be permanently affixed.

Full cutoff means that a light fixture in its installed position does not emit any light, either directly or by reflection or diffusion, above a horizontal plane running through the lowest light-emitting part of the fixture. Additionally, the fixture in its installed position does not emit more than ten percent of its total light output in the zone between:

- (1) The horizontal plane through the lowest light-emitting part of the fixture, and
- (2) Ten degrees below the horizontal plane (80 degrees above the vertical plane).

Prior to the final inspection for a certificate of compliance pursuant to § 10-183 of the Town's LDC, site-verified footcandle readings must be provided demonstrating that the outdoor lighting, as installed, conforms with the proposed photometrics and the letter of substantial compliance provided by a registered professional engineer must include a certification that the outdoor lighting is in compliance with this code. **If any outdoor light fixture or the type of light source therein is changed after the permit or development order has been issued**, a change request or development order amendment must be submitted for approval together with adequate information to assure compliance with this code. This request or amendment must be approved prior to the installation of the proposed change.