



Town of Fort Myers Beach

Interior Remodel (Residential/Condo Unit) 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

An **Interior Remodel permit (Interior only)** is required for renovation to an existing structure or condo unit without any exterior work such as additions, alteration, decks/stairs, etc, to the original footprint.

To qualify for the owner builder exemption to contracting licensure, you must maintain the home as your residence for a minimum of one year after CO. You must be present for the permitting process, the construction process, the inspection process.

Regulations:

- Properties owned by a trust, corporation, or LLC do not qualify for the owner builder exemption.
- Property owners of condo units must hire licensed contractors for any work being done and these contractors must also be registered with the Town of Fort Myers Beach.

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

- [Frequently Asked Questions](#)
- [Resource Library](#)
- [Substantial Improvement/ Substantial Damage](#)

[Interior Remodel example](#)

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:
 - Copy of State License
 - Worker’s Compensation Insurance or Exemption paperwork
 - Proof of liability Insurance (made out to the Town of Fort Myers Beach)

Email to contractorregistration@fmbgov.com

Note: If a property owner is applying to be an owner builder they must complete the [Owner-Builder Disclosure Statement](#) and include it with their application.

iWorQ Steps- All applicants are required to use iWorQ to electronically submit their application package.

1. Click on the [Request Portal](#). Under “Enter Citizen Request”, “click submit request.”
2. Enter the job address in **Project Address**
3. Click on **Project Type** and select **Residential**.
Provide the **Property Information** (*indicate required fields) to identify the property.
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 appropriately. 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 *Submit payment*.

4. Understand the Review Process and Track your Application

When the application is received it is reviewed to verify 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.

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 additiional fee. (\$60.00 per resubmittal)

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.

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5. Receive Your Permit

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

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. Passed final inspections for structural and sub permits.
2. Passed fire department inspections

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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