



# DOCK & SHORE APPLICATION

ARTIFICIAL CANAL

NATURAL WATERBODY

Property Owner: \_\_\_\_\_ STRAP#: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

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

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Construction Value: \_\_\_\_\_

Job Description: \_\_\_\_\_

### Permit Requested:

Boat House /Canopy \_\_\_\_\_ Square Ft

*(Note: Engineered drawing to be submitted)*

Boat RAMP \_\_\_\_\_ Square Ft

Boatlift \_\_\_\_\_ weight/load

Dock \_\_\_\_\_ Square Ft

Dock w/ Boat Lift \_\_\_\_\_ Square Ft

Existing Slips: \_\_\_\_\_ Qty

Proposed Slips: \_\_\_\_\_ Qty

Dredging \_\_\_\_\_ Square Ft

Dune Walkover \_\_\_\_\_ Square Ft

Fishing Pier \_\_\_\_\_ Square Ft

Retaining Wall \_\_\_\_\_ Linear Ft

Rip Rap \_\_\_\_\_ Linear Ft

Seawall \_\_\_\_\_ Linear Ft

Wetland Boardwalk \_\_\_\_\_ Square Ft

Concrete Reef Structures \_\_\_\_\_ Size/ #

### Additional activities or requested sub-permits (check all that apply):

Electrical

Piling

Roof

Vegetation Removal

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

### ADDITIONAL INFORMATION / SUBMITTAL REQUIREMENTS:

- 1) Completed application
- 2) [Notice of Commencement](#) (If applicable)
- 3) [Owner Builder Disclosure Statement](#) (If applicable)
- 4) [Building Permit Addendum](#) (If applicable)
- 5) SITE PLAN dimensioned and scaled showing:
  - a) Property dimensions/lines
  - b) Setbacks and Easements dimensioned
  - c) Width of the Navigable Channel dimensioned
  - d) Location, size and type of any other EXISTING docks, lifts, seawalls, etc.
  - e) Location, size and type of PROPOSED work
- 6) CONSTRUCTION DRAWINGS dimensioned and scaled showing:
  - a) Foundation/Footer details
  - b) Construction material and design
- 7) [Florida DEP](#) Approval Letter (If applicable)
- 8) For construction or repair of a seawall, provide a vegetation plan and statement involving trees and vegetation that might be affected during work. A separate permit will be necessary for the removal of any protected trees.



# DETAILED SCOPE OF WORK WORKSHEET

(Information required with application. Use of this worksheet is optional.)

Provide a detailed description below of any and all work being proposed. Show work location (#1-13) on site plan.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)



# SITE PLAN WORKSHEET

## ORIGINAL SITE LAYOUT

## PROPOSED SITE LAYOUT



# Qualifier Acknowledgement

This page is required for ALL Building Permit Applications

## ACKNOWLEDGEMENT OF TOWN OF FORT MYERS BEACH REGULATIONS BY THE **QUALIFIER**

**NOTICE OF ADDITIONAL RESTRICTIONS:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that maybe found in the public records of this County, and there may be additional permits required from other governmental entities such as the Water Management District, State agencies, or Federal agencies. I acknowledge that any demolition or renovation of an existing structure must comply with Florida Statutes s. 469.003, Florida Building Code, and any other relevant regulations, including state and federal law. I understand that I am responsible for notifying the Department of Environmental Protection in advance of any intentions to remove asbestos, when applicable, in accordance with state and federal law.

**WARNING OF WORK IN THE COUNTY RIGHT-OF-WAYS:** This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right of way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit for that purpose must be obtained from the Building Department.

**INSPECTIONS:** This permit is void if the first inspection is not made within six (6) months from the date issued or if no inspection has been made for a period of six (6) months from the most recently passed inspection. The permit is void if the zoning classification is violated. Applicant agrees to comply with the sanitary regulations and understands that the proposed structure may not be used or occupied until an approved certificate of occupancy is issued. Applicant further understands that failure to obtain permit or misrepresentation of the improvements is a misdemeanor and upon conviction, applicant can be punished as provided by the law. Failure to comply with the mechanics lien law can result in the property owner paying twice for improvements

**NOTICE OF CLEARING RESTRICTIONS:** Issuance of a Demolition Permit for a structure does not authorize removal of vegetation beyond the footprint of the structure. A Demo Permit is not a clearing permit.

**WORK IN THE SPECIAL FLOOD HAZARD AREA:** Be advised that Substantial Damage/Substantial Improvement requirements will apply to structures located in the Special Flood Hazard Area with Finished Floor Elevations below the Base Flood Elevation.

**CERTIFICATION:** Application is hereby made to obtain a permit to do the work and installations as indicated. I, **THE QUALIFIER**, certify that I have not performed any work or installation prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The permit application or approved permit expires if work is not commenced within 180 days from the date of issuance. I, **THE QUALIFIER** understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit application, I, **THE QUALIFIER**, agree that I have been retained by the property owner to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Building Plan Review and Inspection Division should I no longer be **THE QUALIFIER** responsible for providing said contracting services. I, **THE QUALIFIER**, agree that I understand the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances.

**NOTICE OF COMMENCEMENT INFORMATION** Per Florida Statutes 713.135 a Notice of Commencement (NOC) is required for construction of improvements totaling more than \$2,500, with certain exceptions. For A/C Repairs or Replacements a notice of commencement is required for improvements more than or equal to \$15,000. The applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded NOC or a notarized statement that the NOC has been filed for recording, along with a copy thereof. In order to comply with the state requirement, permits will be placed in inspection hold until proof of the NOC is filed with the building permitting and inspection department. The issuing authority shall not perform or approve subsequent inspections until the applicant files by mail, facsimile, hand delivery, email or any other means such as certified copy with the issuing authority.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

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

I, \_\_\_\_\_ (Qualifier), hereby certify that all answers to the questions in this registration and any supplementary information attached to and made part of this registration is honest and true.

\_\_\_\_\_  
Typed or printed name of Qualifier

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

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_\_ physical presence OR \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

Town of Fort Myers Beach (seal)  
2525 Estero Blvd. Fort Myers Beach, FL 33931  
Phone # (239) 765 -0202  
[Buildingpermits@fmbgov.com](mailto:Buildingpermits@fmbgov.com)

Rev 02/18/23  
Guidelines subject to  
change without notice.



# Owner Acknowledgement

This page is required for ALL Building Permit Applications

**ACKNOWLEDGEMENT OF TOWN OF FORT MYERS BEACH REGULATIONS BY OWNER OR AUTHORIZED AGENT OF OWNER**

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

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or printed name of Property Owner

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_\_ physical presence  
OR \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
\_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

(seal)

**If An Owner Agent is Being Named, Please complete below**

I, \_\_\_\_\_ (Property Owner), hereby certify that  
\_\_\_\_\_ is my authorized AUTHORIZED AGENT/representative of the property  
described herein. All answers to the questions in this registration and any supplementary information attached  
to and made part of this registration is honest and true.



## DOCK & SHORE APPLICATION

### Regulations and information

1. Town of Fort Myers Beach is regulated by the Florida Building Code 7<sup>th</sup> Edition (2020). For more information about the code or to purchase the code, visit [www.floridabuilding.org](http://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 corporation, trust, or LLC cannot submit owner builder permits.
3. A Florida certified design professional must sign and seal all plans for structural components.
4. 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.
5. If removing protected trees or vegetation, it is required to submit a vegetation permit application.



# NOTICE OF COMMENCEMENT

Permit No. \_\_\_\_\_

Tax Folio No. \_\_\_\_\_

State of \_\_\_\_\_

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

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in the Notice of Commencement.

1. **Description of property:** (legal description of property and street address if available).

2. **General description of improvement:**

3. **Owner information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Interest in property \_\_\_\_\_

Name and address of fee simple titleholder (if other than Owner)

4. **Contractor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

5. **Surety:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Amount of bond: \$ \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

6. **Lender:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

7. **Persons within the State of Florida designated by Owner** upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

8. **In addition to himself or herself, Owner designates** the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

9. **Expiration date of notice of commencement** (the expiration date is 1 year from date of recording unless a different date is specified) \_\_\_\_\_

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENT UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY, A NOTICE OF COMMENCEMENT MUST BY RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Office/Director/Partner/Manager) (Signatory's Title/Office)

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_\_ physical presence OR \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ who has produced \_\_\_\_\_ as identification.

(SEAL)

Notary Public Signature