



# SITE APPLICATION- RESIDENTIAL ONLY

Property Owner: \_\_\_\_\_ STRAP: \_\_\_\_\_  
 Owner email: \_\_\_\_\_  
 Job Address: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Applicant/Contact Name: \_\_\_\_\_  
 Contractor Address: \_\_\_\_\_  
 License #: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Job Description/Scope of Work: \_\_\_\_\_  
 Estimated Job Value: \_\_\_\_\_

### Work being performed

Square footage of site work: \_\_\_\_\_ Impervious Surface Ratio %: \_\_\_\_\_

if the work is being performed in conjunction with another project, list the permit number: \_\_\_\_\_

Walkways

Retaining Walls Retaining wall: \_\_\_\_\_

Fill Walkway materials: \_\_\_\_\_

Pavers Quantity of fill \_\_\_\_\_ CU Yards

### Permit Requirements *An electronic set of plans consisting of the following in PDF format must be included with the application*

A survey sufficient to show existing conditions within work area including topography (which shows elevation)

Erosion Control Plan, if applicable

Impervious surface calculation sheet: if impervious surface is less than 500 square feet

*\*Site plan and/or Lot drainage plan\*\*:* **Sec. 6-14. Neighborhood flooding.** *(Include total site area, existing & proposed impervious area, grading and drainage changes)*

*\*\*Please note, an increase of impervious surface by 500 square feet or more, an As-Built Survey inspection shall be performed by the developer's engineer or designated representative. The Engineer shall submit a signed and sealed letter of substantial compliance to the Director along with a final inspection request.*

Waiver of submittal requirements form- If there is no change or replacement of material and elevations are the same, a Waiver of survey requirements can be submitted to the director.

### Inspections Required

750- As-Built Topo Survey & Engineer's Letter to be submitted to the Town of Fort Myers Beach (required per Ordinance 20-15 Sec. 34-639) 140 Zoning Inspection.

### **Regulations and information.**

1. 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.
2. If removing protected trees or vegetation, it is required to submit a vegetation permit application.
3. Sec. 6-442 Proposed development needs to be approved by the floodplain administrator.



# DETAILED SCOPE OF WORK WORKSHEET

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

Blank area for site plan drawing.



# 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

(seal)



# 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.