



# Town of Fort Myers Beach

## USE PERMIT APPLICATION

Florida Building Codes, 6<sup>th</sup> Edition

To apply for a Use Permit, submit this application and all required documents by email to [permits@fmbgov.com](mailto:permits@fmbgov.com) or submit in person at 2525 Estero Blvd. Fort Myers Beach, FL 33931.

**Signs: If you will be altering or erecting a sign you must apply for a sign permit, this includes tenant panel changes, even if a USE permit is not required.**

Business Name: \_\_\_\_\_  
Business Location Address: \_\_\_\_\_ Unit # \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_  
Email Address : \_\_\_\_\_

All communication from the Town of Fort Myers Beach regarding your application will be sent to the email address listed.

Provide a brief description and an explanation of the intent of your business, including hours of operation:

**Check which of the following you are applying for, provide the items requested along with your application.**

- \_\_\_ New Occupancy \$100.00, submit a site plan, existing and proposed floor plans. **(See submittal requirements)**
- \_\_\_ Tenant Change \$100.00/ \$35.00\*, submit a site plan, existing and proposed floor plan. **(See submittal requirements)**

Provide the name of the prior tenant: \_\_\_\_\_

\*If there has been no building inspections in the last 2 years, the fee will be \$100.00

\_\_\_ Shared Space – Office \$35.00, provide name of current business name: \_\_\_\_\_

\_\_\_ Shared Space- Other \$100.00, submit a site plan, existing and proposed floor plan. **(See submittal requirements)**

Provide the name of the current business: \_\_\_\_\_

\_\_\_ Charter Boat \$35.00, Name of Marina: \_\_\_\_\_ # Of Passengers: \_\_\_\_\_

Provide permission letter from the Marina.

### **SITE USE (FLOOR AREA, SEATING & PARKING):**

Total Square Footage of Space: \_\_\_\_\_

Total Parking Spaces: \_\_\_\_\_

Parking Spaces assigned by Lease: \_\_\_\_\_

Number of Seats( *Restaurants only*): \_\_\_\_\_

Outdoor Seats (*Restaurants only*): \_\_\_\_\_

### **ADDITIONAL INFORMATION/ SUBMITTAL REQUIREMENTS**

- A. Floor Plan should include the existing layout of your space. Indicate the size of the space, including existing walls, partitions, counters, electrical layout, plumbing fixtures, doorways, restrooms, etc.
- B. A site plan should include location of the structure, unit location, and a parking diagram indicating the location of all parking spaces on the property. If your location is in a multiple occupancy complex, please indicate on the parking diagram which spaces are allocated to your unit including handicap.
- C. Garbage collection verification. You are required by [Lee County Ordinance #95-19](#) to make provisions for garbage collection for your business. This could be a copy of your garbage bill, copy of your lease which states landlord will provide garbage collection services, etc.

THIS PERMIT IS VOID IF THE FIRST INSPECTION IS NOT MADE WITHIN THE SIX (6) MONTHS FROM THE ISSUED DATE 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 MIREPRESENTATION OF THE IMPROVEMENTS IS AMISDEMEANOR 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.

I hereby certify that to the best of my knowledge, the information submitted for this permit is true, correct and complies with Deed of Restrictions

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date