

# Request Portal Submittal Requirements

## Submitting Applications/ Uploading documents

All applications, plans and supporting documents will be required to be uploaded in each permit request that you submit.

- Forms can be found on our [Building Services Applications & Forms page](#)

<b><u>PDF FILES ONLY</u></b>	
<i>Note: The system has a 25 mb limit per upload. If a file is too large, document must be separated into multiple uploads.</i>	
<b>Name the files for what they are</b>	
<b>Separate Files</b>	<b>Combined Files</b>
<p><b><u>Residential</u></b></p> <ul style="list-style-type: none"><li>• Survey</li><li>• Site Plan</li><li>• Drainage Plan</li><li>• Residential Building Plans (multipage file named) “Plans. PDF or “Building Plans”</li></ul> <p><b><u>Commercial</u></b></p> <p>Plan sets should be broken out by discipline for example:</p> <ul style="list-style-type: none"><li>• Electrical Plans- multipage file</li><li>• Mechanical Plans- multipage file</li><li>• Structural Plans- multipage file</li></ul>	<p>Application, Notice of commencement, Building addendum, Condo Letter</p>

### **Design Professional Digital Signature Affidavit**

Design Professionals (Engineers, Architects, Land architects, surveyors) must complete and submit the Design Professional Digital Signature Affidavit prior to submitting any documents to the Town of Fort Myers Beach in electronic form.

Notice: Please follow the Florida Administrative Code reference  
Read the Architect’s rule 61G1-16.005 at:

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=61G1-16>

## Required file standards/Accepted Formats for all plans and documents

- A dimension and graphic scale are required on all site plans and construction drawings.

## APPLICATION PROCESS

When under review, if no corrections are required from the reviewer, the applicant will be notified by email of the fees due and any conditions that would be required before issuance of permit.

### Resubmittal Corrections- permits that are still under review

If corrections are required, a member of Building Services Department will send a rejection letter to the email address provided on the Contractors Agreement, notifying the applicant of the reason for the rejection.

Follow the directions below 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](mailto:resubmittal@fmbgov.com) and include the permit number and address in the subject line.

(This review is only based on the information given. Subsequent reviews may require additional information.)

- Name the **file with** the resubmittal number (ex. Resub 1 site plan.PDF) if multiple resubmittals name the file Resub 2 site plan, Resub site plan 3, 4 etc.
- Any resubmittals after the 1<sup>st</sup> resubmittal will incur an **additional fee.**

*Please use the diagram below when resubmitting through email.*

 Send	To...	<a href="mailto:Resubmittal@fmbgov.com">Resubmittal@fmbgov.com;</a>
	Cc...	
	Subject	Resubmittal Correction- Permit 200185 2525 Estero Blvd, Fort Myers Beach

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Revision Correction – permits have been issued and needs to be revised.

When submitting a revision to an already issued permit, please follow the directions below.

- Fill out a “Revision form”
- Name the **file** with the revision number (ex. Rev 1 Site plan.PDF) if multiple revisions name the file Rev 2, 3, 4 etc.
- Email your revision form and documents with the permit number, and address to [Buildingpermits@fmbgov.com](mailto:Buildingpermits@fmbgov.com)