



TRADE PERMIT APPLICATION

Commercial Residential

Job Information:

Owner Name: _____ Phone # _____

Owner Email: _____

Owner Mailing Address (if different): _____

STRAP #: _____

Job Address: _____ Fort Myers Beach, FL 33931 Lee County

Contractor's Information:

Contractor Business Name: _____ License #: _____

Qualifiers Name: _____ Email: _____

Phone# _____ Address: _____

Scope of work: _____

Estimated sqft: _____ Estimated cost value: _____ **if over \$2500 a NOC and Building Addendum is required.*

Are you using Private Provider services for Plan Review? YES NO Inspections? YES NO

CHECK INFORMATION THAT APPLIES

ROOF tile may be changed to shingle, but shingle may not be changed to tile without engineering approval. If shingle roof is less than a 2/12 pitch, a [roof pitch agreement](#) is required before inspections. [Additional requirements](#) apply for houses built before 1995 with a value over \$300,000. *A contractor is required to obtain a separate permit for roof pitch changes, repairs to roof framing and roof to wall connections*

Roof pitch _____	<input type="checkbox"/> Fiberglass Shingle	<input type="checkbox"/> Modified – will I.R. pak be used Y <input type="checkbox"/> N <input type="checkbox"/>
<input type="checkbox"/> Tear off	<input type="checkbox"/> Build Up	<input type="checkbox"/> Single Ply <input type="checkbox"/> Metal
<input type="checkbox"/> Shingle over shingle	<input type="checkbox"/> Concrete Tile	<input type="checkbox"/> Cedar Shake <input type="checkbox"/> Max Tile
	<input type="checkbox"/> Urethane Coating	<input type="checkbox"/> Rolled Roof

SOLAR [Complete a Solar Roof Truss affidavit](#)

Pool Heater Water Heater Pool & Water Heater Photovoltaic System, kW's _____

ELECTRIC Overhead Service or Underground Service

AMPS: _____ Volts: _____ Relocate Upgrade Set Ped, if a gang service # of services _____

MECHANICAL HVAC *All mechanical equipment shall be located above the required base flood elevation.*

A/C Stand Replacement: YES	NO	if yes, this requires a building permit			
<input type="checkbox"/> Replacement	<input type="checkbox"/> New	(1)	(2)	(3)	(4)
<input type="checkbox"/> Package Unit	<input type="checkbox"/> Pool Heat Pump	Seer: _____	_____	_____	_____
<input type="checkbox"/> Interior Cooler	<input type="checkbox"/> Air Handler Only	KW: _____	_____	_____	_____
<input type="checkbox"/> Exterior Walk in cooler	<input type="checkbox"/> Condenser Only	Tons: _____	_____	_____	_____
<input type="checkbox"/> Split System	<input type="checkbox"/> Duct Work Only				

Commercial only HEAT HOOD, # Of _____ GREASE HOOD, # Of _____

PLUMBING Sq. Ft. of Ground Area: _____ SEWER Copy of paid tap receipt is required IRRIGATION

Residential/ Commercial Fire

Interior piping LP Natural Gas Tank

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Regulations and information

1. 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 Trust or LLC cannot submit owner builder permits.
 - b. Condo units must hire licensed contractors for any work being done
2. Residential tear off roofs are required to have the **ROOF INSPECTION AFFIDAVIT** on the job site and a copy submitted to the Building Department prior to scheduling your 501 Roof Dry In.
3. Solar permits need to have a complete **SOLAR ROOF TRUSS AFFIDAVIT** submitted with the application.
4. Plans indicating a service of more than 600 amps on residential property shall be prepared and digitally or electronically signed and sealed by a Florida registered electrical engineer.
5. Plans indicating a service of more than 800 amp on commercial property shall be prepared and digitally or electronically signed and sealed by a Florida registered electrical engineer.
6. All electrical equipment shall be located at or above the required base flood elevation.
7. Temporary Power inspection will allow the power to be turned on, with the understanding that the areas under construction will not be occupied until a Certificate of Occupation or a Certificate of Completion is issued.
8. 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.

Per Chapter 34. Article IV. Division 20 Lighting Standards Code, the applicant for any development order or building permit involving exterior lighting fixtures, must submit as part of the application evidence that the proposed work will comply with the outdoor lighting standards of the Lighting Standards Code. Fully shielded, full cutoff luminaires with recessed bulbs and flat lenses are the only permitted fixtures for outdoor lighting. Additional exterior lighting is not authorized unless specifically accepted in the Town's code.

Specifically, the submission must include the following:

- (1) Plans indicating the location on the premises and the type of illuminating devices, fixtures, lamps, supports, reflectors, and other devices.
- (2) A detailed description of the illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description must include manufacturer's catalogue cuts and drawings, including pictures, sections, and proposed wattages for each fixture.
- (3) All applications for development orders or building permits, except for single-family and two-family building permits, must provide photometric data, such as that furnished by the manufacturer of the proposed illuminating devices, showing the angle of cutoff and other characteristics of the light emissions including references to the standards contained herein.
- (4) All applications for development orders or building permits, except for single-family and two-family building permits, must provide photometrics in initial footcandle output for all proposed and existing fixtures on-site shown on a 20-foot by 20-foot grid on an appropriately scaled plan. On-site lighting to be included in the calculations must include, but is not limited to, lighting for parking lot, canopies, and building-mounted and recessed lighting along the building facades and overhangs. The photometric plan must include a table showing the average, minimum, and maximum footcandles of illumination on the site and within 50 feet of the site and the calculations deriving the averages. Evidence must be provided demonstrating that the proposed lighting plan will comply with the requirements of this code. The use of a light loss factor (LLF) is not permitted in these photometrics. This photometric plan must be coordinated with the landscape plan to identify the location of



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trees and other landscaping features with respect to the lighting devices. Rejection or acceptance of the photometric plan will be based on the Lighting Standards Code.

Per Sea Turtle Conservation Ordinance 21-03:

Prior to issuance of a development order and/or building permits for **all new structures, new construction, and improvements to existing structures seaward of the Coastal Construction Control Line as defined by F.S. § 161.053**, a town approved lighting plan meeting the provisions of the Sea Turtle Conservation Ordinance 21-03 and LDC Chapter 34, Article IV, Division 20. - Lighting Standards is required.

Prior to issuance of a development order and/or building permits for **all multifamily, commercial, and industrial new structures, new construction, and improvements to existing structures landward of the Coastal Construction Control Line as defined by F.S. §161.053**, a town approved lighting plan meeting the provisions of this article and Chapter 34, Article IV, Division 20. - Lighting Standards is required.

Lighting plan means plan view and cross section drawings describing location, number, wattage, wavelength, elevation, orientation, fixture cut sheets, and all types of proposed exterior artificial light sources, including, but not limited to, artificial lighting affixed to permanent structures, outdoor lighting, pool lighting, and internally or externally lighted signs.

Long wavelength means a luminaire emitting light wavelengths of 560 nanometers or greater and absent wavelengths below 560 nanometers. Lamps that meet the definition of long wavelength through the use of filters, gels, or lenses are not permitted.

Fully shielded means a lighting fixture constructed in such a manner that the glowing elements, lamps, globes, or reflectors of the fixture are completely covered by an opaque material to prevent them from being directly visible from the beach. Any structural part of the light fixture providing this shielding must be permanently affixed.

Full cutoff means that a light fixture in its installed position does not emit any light, either directly or by reflection or diffusion, above a horizontal plane running through the lowest light-emitting part of the fixture. Additionally, the fixture in its installed position does not emit more than ten percent of its total light output in the zone between:

- (1) The horizontal plane through the lowest light-emitting part of the fixture, and
- (2) Ten degrees below the horizontal plane (80 degrees above the vertical plane).

Prior to the final inspection for a certificate of compliance pursuant to § 10-183 of the Town's LDC, site-verified footcandle readings must be provided demonstrating that the outdoor lighting, as installed, conforms with the proposed photometrics and the letter of substantial compliance provided by a registered professional engineer must include a certification that the outdoor lighting is in compliance with this code. **If any outdoor light fixture or the type of light source therein is changed after the permit or development order has been issued**, a change request or development order amendment must be submitted for approval together with adequate information to assure compliance with this code. This request or amendment must be approved prior to the installation of the proposed change.



This page is required for ALL Building Permit Applications

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

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.

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.

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.

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

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 OWNER OR AUTHORIZED AGENT OF OWNER, 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 OWNER OR AUTHORIZED AGENT OF OWNER understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit application, I, THE OWNER OR AUTHORIZED AGENT OF OWNER, 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 OWNER OR AUTHORIZED AGENT OF OWNER responsible for providing said contracting services. I, THE OWNER OR AUTHORIZED AGENT OF OWNER, agree that I understand the review and issuing of this permit does not exempt me from complying with all State and local 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 \$7,500. 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: _____

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.



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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.

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

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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.

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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)