



## **PERMITTING PROCEDURE FOR NEW SINGLE FAMILY & DUPLEX RESIDENCES, ADDITIONS, ALTERATIONS, ACCESSORY BUILDINGS & DETACHED GARAGES**

Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the current Florida Building Code and local ordinances.

### **APPLICATION FOR PERMIT**

The application will not be accepted unless all paper work is complete. Required at time of application.

- a. Property owners' name;
- b. Strap number - 17 digit # found on your tax bill or available from the Lee County Property Appraiser's Office at 2480 Thompson St Fort Myer, 239-533-6100;
- c. Job site address;
- d. Type of roof, i.e. shingle, tile, metal or built-up;
- e. Electrical amps;
- f. Air conditioning, SEER rating, KW's and Tonnage;
- g. New residential construction may require a driveway permit;  
Note: If property is located on a county maintained road, a Lee County driveway permit is required. If you need additional information, please contact Lee County at 239-533-8329
- h. Contractor's license number, address, Contact person, **TELEPHONE AND EMAIL ADDRESS.**

### **SEC. 34-639. SURVEY REQUIREMENTS**

In order to demonstrate compliance with applicable regulations, the applicant or contractor must provide the following:

- a. A boundary survey at the time of building permit with all typical information, including but limited to, nearby water bodies, seawalls, streets, lot lines, structures, site improvements, flood zone information, and easements;
- b. A foundation survey during construction;
- c. An as-built survey prior to issuance of a certificate of occupancy or a certificate of completion;
- d. Survey of height, when building permit plans call for construction within five feet of the height limitation in the applicable zoning district;
- e. Survey must depict 1978 and 1991 Coastal Construction Control Line(s), where applicable.

### **GENERAL SITE PLAN REQUIREMENTS**

**One copy of a plot/site plan drawn to a legible scale. The scale and north arrow must be indicated. The following items must be on your site plan and required at the time of submittal**

- a. All four lot corners, lot lines and dimensions;
- b. Location and name of streets or drives bordering the lot;
- c. If there is a water body within 25 feet of your project, indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf).
- d. The size of the existing and proposed building(s); the location of proposed or existing driveways; and the location of all easements on the lot;
- e. Setbacks of the buildings (and any proposed additions thereto) from the four lot lines and other existing structures. setbacks must be taken from the closest point of the building to the closest point of the property line;
- f. The plans must show the roof line as well as the foundation. Roof lines may not encroach into or over easements;
- g. Complying with the Site Grading Plan to ensure water run off LDC Sec. 6-14;
- h. The Survey must depict 1978 and 1991 Coastal Construction Control Line, where applicable.
- i. Height/ elevation, when the plans call for construction within 5 feet of the height limitation in the applicable zoning district.

### **DURING CONSTRUCTION**

- a. A **signed and sealed FOUNDATION SURVEY- For new construction/Accessory buildings & structures-** required after a passed 101 foundation inspection;
- b. **Elevation Certificate** – Building Under Construction (prior to Tie Beam approval) and Final (prior to CO);
- c. **AS-BUILT SURVEY- for new construction-** required prior to issuance of a certificate of occupancy, this as-built shall include all constructed features on-site.

### **COASTAL ZONE**

- a. If the property is located within a coastal zone area, a signed and sealed survey indicating both Coastal Construction Control lines, the Flood Zone requirement for the zone, and existing elevation of natural / pre-construction grade must be submitted with the application. The State of Florida DEP needs to issue a permit for construction seaward of the 1991 Coastal Construction Line.
- b. Since the property is located on a BARRIER ISLAND (FT MYERS BEACH) the construction drawings must be sealed by a registered Florida architect or engineer and the certified survey must address the COASTAL CONSTRUCTION ZONE in addition to flood zone.

### **MASTERED BUILDINGS**

If you are planning on purchasing a garage, gazebo, pole barn, shed or utility building from a local distributor, please check with them to see what brands and model numbers are mastered with the Town of Fort Myers Beach Building Services or the State of Florida. If the particular model that you want to buy is not mastered with the Town of Fort Myers Beach Building Services or the State of Florida, the plans will have to be sealed.

### **CONSTRUCTION DETAIL (BLUEPRINTS)**

**All signed and sealed plans submitted online must be digitally signed and sealed by the design professional through a third-party provider, therefore they must complete a Design professional agreement form to register with the Town of Fort Myers beach**

- 1) Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to the Florida Building Codes. The following information related to wind loads shall be shown on the construction drawings:
  - a. Basic wind speed, mph, (m/s);
  - b. Wind importance factor (I) and building category;
  - c. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated;
  - d. The applicable internal pressure coefficient;
  - e. Components and Cladding. The design wind pressures in terms of psf (kN/m<sup>2</sup>), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. If the construction is located in a coastal area specific to the limitations under The Fort Myers Beach Land Development Code, Chapter 14, Sea Turtles
  - f. Conservation; also Chapter 6, Article III Coastal Construction Code, and Article IV Floodplain Regulations, the architect or engineer shall provide a statement of compliance with those applicable code sections.
- 2) Plans should be submitted on standardized sheets drawn to scale (1/8" or 3/32" = 1' is acceptable). One (1) set of construction drawings must be submitted. The plans must bear the following specific information:
  - a. Elevation for front, rear, right and left sides;
  - b. Foundation plans;
  - c. Floor plans. If an addition or enclosure, floor plans must identify rooms adjacent to the addition/enclosure as well as means of ingress/egress;
  - d. Lateral breakdown (typical wall section from roofing through to foundation and NGVD elevation.
  - e. Duplex must have a tenant separation wall of UL Design or equal;
  - f. Location of electric and plumbing;
  - g. Conventional roof framing layout. If trusses, include engineered truss layout from truss manufacturer;

- h. If living area, one set of energy calculations (revised) will be required;
- i. Indicate the state of Florida approval numbers for the windows, shutters, doors, garage doors and/or overhead doors;
- j. If construction requires sprinklers, plans must show compliance with State of Florida Administrative Code 61G15-32.

### **PUBLIC WATER/SEWER (SFR & DUPLEX ONLY)**

If construction is located on private or public water and sewer, a letter must be submitted from the appropriate utility company verifying availability to the site at the time of submittal of application.

### **ENERGY CALCULATIONS (SFR, DUPLEX AND/OR ALL LIVING AREA ADDITIONS)**

One (1) copies of the energy calculations (revised) and one (1) cover sheet (copy of 1st page of energy calculations) must be submitted with your application.

### **OWNER-BUILDER DECLARATION OF SELF USE**

An owner-builder statement must be signed and notarized. Owner builder must be able to do all the work themselves or hire licensed contractors.

### **NOTICE OF COMMENCEMENT (if construction value is \$2500 or more)**

A Notice of Commencement must be notarized and recorded with the Lee County Clerk of Courts prior to commencement of work.

**BUILDING ADDENDUM (if owner is not the builder).** Addendum on back of application must be completed.

### **DRAINAGE**

Site Grading Plan complying with the Fort Myers Beach LDC Section 6-14 must accompany the permit application.

## **FOR YOUR INFORMATION**

### **WHO CAN PICK UP THE BUILDING PERMIT?**

The Contractor or owner builder may pick up their permit.

Owner-builders must personally appear and sign for their permits. The only exception to this is with a legal, recorded, Power of Attorney.

NOTE: Contractors must be licensed and registered with the State Florida or Lee County Contractors Licensing.

### **TRACKING YOUR APPLICATION, INSPECTIONS & RE-INSPECTION FEES**

You may track your application and or inspection results and pay fees online by going to [www.fortmyersbeachfl.gov](http://www.fortmyersbeachfl.gov)

- Click on **Permitting and eservices** under quick links
- Click on **Permit Portal** then enter address or permit number

### **REVIEW PROCESS TIME**

The review process time will vary with the department's workload.

### **REJECTED PLANS**

Plans will be rejected if additional information is required to complete necessary reviews. Additional information that is required will be emailed to the applicant along with a review letter.

**\*\*\*Any resubmittals after the 2<sup>nd</sup> resubmittal will incur additional fees\*\*\***

### **RE-SUBMITTING REJECTED PLANS AND REQUESTS FOR ADDITIONAL INFORMATION**

The customer will submit all corrections together at one time with an appropriate response to each review comment. Resubmittals will not be processed until all review comments are addressed.

## **HOW WILL I KNOW WHEN MY PERMIT IS READY?**

Applicants will be notified by email correspondence once the reviews have been completed. At that time you will be given the required fees due and any other paperwork we may need.

## **CHANGES TO THE APPROVED PLANS (REVISIONS)**

Any changes must be submitted through email at [permits@fmbgov.com](mailto:permits@fmbgov.com) for processing. If the original plans were sealed by an architect or engineer, the revisions must also be sealed. These must be approved, prior to commencement.

## **POSTING THE PERMIT**

Permits must be posted at eye-level, visible from the road and protected from the weather. There must also be a set of the approved plans on the job at the time of inspection(s).

## **SANITARY FACILITIES (PORTA JOHN)**

Upon issuance of a building permit, and before the footing inspection is performed, the job site must have sanitary facilities and a trash retainer.

## **GARBAGE**

No Certificate of Occupancy can be issued on Residential units of four (4) or less until proof of payment has been received to Waste Management (239) 533-8000

## **CERTIFICATE OF OCCUPANCY**

The building may not be occupied until the final inspection has been completed and a Certificate of Occupancy is issued, at which time the power company will be notified to connect permanent power. Violators will be cited and temporary power will be disconnected.

## **ADDITIONAL PERMITS (if required)**

Plumbing, Electrical, Air Conditioning, Roofing, Lawn Sprinkler system, Pools (including above-ground), Spas, Enclosures, Fences, Solar, LP/Natural Gas. Fire sprinkler or Fire Alarms systems permitted through FMB Fire Department.

## **TERMITE CERTIFICATES**

A Certificate for Termite Treatment is required on the permit board pursuant to Florida Building Code, Section 1816.1.

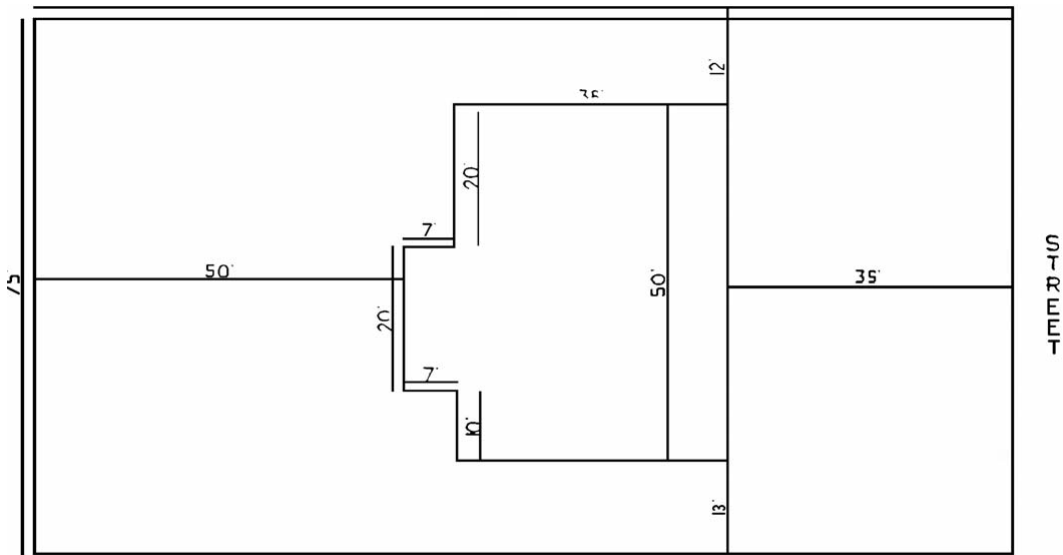
## **ELEVATION CERTIFICATES**

Building under Construction Elevation Certificate must be provided and approved prior to pouring Tie Beam. Final Elevation Certificate must be provided and approved prior to Final Building Inspection, but after construction and final grading are completed. No Certificate of Occupancy or Certificate of Compliance will be issued before approval. The Elevation Certificate shall include all current information and completed on a current FEMA approved Elevation Certificate form.

### SAMPLE (18-25-15-16-00000.0010)

The following items must be on your plot plan:

1. Plot plan must be drawn to scale (1/8" = 1', 1" = 10', 1" = 20', 1" = 30', 1" = 60') or if the lot is square or rectangular the dimensions may add up to the lot width and depth. Label the location of streets bordering your property.
2. All setbacks to structure and additions must be shown. Setbacks will be taken from the closest point of the building to the closest point of the property line. It helps to show the roof line as well as the foundation since the roof lines are not allowed to encroach easements.
3. If there is a water body within 25 feet of your project, please indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf).  
\*\*\* Setback or lot size information can be obtained through Community Development by calling 239-765-0202. Please have your strap number available.



Sample Lot Size 75 x 127