

COMMUNITY DEVELOPMENT

PERMITTING PROCEDURE FOR NEW SINGLE FAMILY & DUPLEX RESIDENCES, ADDITIONS, ALTERATIONS, SHEDS, UTILITY BUILDINGS, GAZEBOS, POLE- BARN & DETACHED GARAGES

(eff. 3/1/2009)

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 2007 Florida Building Codes. The following information related to wind loads shall be shown on the construction drawings:

1. Basic wind speed, mph, (m/s).
2. Wind importance factor (I) and building category.
3. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated.
4. The applicable internal pressure coefficient.
5. Components and Cladding. The design wind pressures in terms of psf (kN/m²), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.

1. 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. 239-533-6150)
- c. Job site address and directions to the job
- 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. If property is located on a county maintained road, you will need a driveway permit.
- h. Contractor's license number, address, Contact person, **TELEPHONE AND FAX NUMBER**
- i. 2 Sets of self-addressed mailing labels, **if a fax number is not available**

2. PLOT/SITE PLAN

Three (3) copies of a plot/site plan drawn to scale (1/8" = 1' minimum). The scale and north arrow must be indicated. The following items must be on your plot/site plan:

- 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 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. If the final grade of the lot on this project exceeds 18 inches above the crown of the road or any adjacent developed lot, a site grading plan complying with LDC Section 34-3104 must accompany the permit application.

3. COASTAL ZONE

- a. If the property is located within a coastal zone area, a certified sealed survey indicating both Coastal Construction Zone lines, the Flood Zone requirement for the zone, and existing elevation of grade must be submitted with the application.
- b. If the property is located on a BARRIER ISLAND, i.e. CAPTIVA, UPPER CAPTIVA, BOCA GRANDE, BONITA GULF FRONT property, etc., 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.
- c. A certified elevation certificate will be required indicating the NAVD elevation prior to tie beam inspection on CBS structures or framing inspection on wood structures.

NOTE: The form is to be completed by your surveyor and returned to the Inspection Department with the Building Permit number listed on the form.

4. **MASTERED BUILDING PLANS:** If you are planning to purchase a manufactured garage, gazebo, pole barn, shed or utility building etc. from a distributor, please check if approved plans for your make and model are on file with the building department. Otherwise, original plans signed and sealed by a design professional may be necessary.

5. **CONSTRUCTION DETAIL (BLUEPRINTS)**

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 2007 Florida Building Codes. The following information related to wind loads shall be shown on the construction drawings:

1. Basic wind speed, mph, (m/s).
2. Wind importance factor (I) and building category.
3. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated.
4. The applicable internal pressure coefficient.
5. Components and Cladding. The design wind pressures in terms of psf (kN/m²), 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 Lee County Land Development Code, Chapter 14, Article II, Division 2, Sea Turtles; also Chapter 6, Article III Coastal Construction Code, and Article IV Flood Hazard Reduction, the architect or engineer shall provide a statement of compliance with those applicable code sections

Plans should be submitted on standardized sheets drawn to scale (1/8" or 3/32" = 1' is acceptable). Three (3) sets of construction drawings must be submitted. The plans must bear the following specific information:

- 1). Elevation for front, rear, right and left sides.
- 2). Foundation plans.
- 3). Floor plans. If an addition or enclosure, floor plans must identify rooms adjacent to the addition/enclosure as well as means of ingress/egress.
- 4) Lateral breakdown (typical wall section from roofing through to foundation and NAVD Elevation.
- 5) Duplex must have a tenant separation wall of UL Design or equal.
- 6) Location of electric and plumbing.
- 7) Conventional roof framing layout. If trusses, include engineered truss layout from truss manufacturer.
- 8) If living area, three sets of 2007 energy calculations (revised) will be required.
- 9) Indicate the state of Florida approval numbers for the windows, shutters, doors, garage doors and/or overhead doors.
- 10) If construction requires sprinklers, plans must show compliance with State of Florida Administrative Code 61G15-32

6. **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.

7. **SEPTIC (SFR, DUPLEX, ADDITIONS, SANITARY FACILITIES)**

If construction is located on SEPTIC SYSTEM, applicant must apply for his Septic Permit at the Health Department prior to the submittal of the building permit. A copy of the paid receipt is required at submittal of building permit. If Septic is existing, you will need a letter from the Health Dept. stating it will be sufficient for size of dwelling at the time of submittal. (2295 Victoria Avenue 239-690-2100)

8. **WELL (SFR & DUPLEX ONLY)**

If property requires a well, a WELL affidavit must be signed and notarized at time of application of building permit. The Well permit must be obtained and inspection finalized before Certificate of Occupancy. If the well is existing, a letter from Natural Resources will be required at time of application stating compliance. (239-533-8114)

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

Three (3) copies of the 2007 energy calculations (revised) and one (1) cover sheet (copy of 1st page of energy calcs) must be submitted with your application.

10. **OWNER-BUILDER DECLARATION OF SELF USE (on back of application)**

An owner-builder must sign a declaration of self-use. He/She must be able to do all the work himself or hire licensed contractors.

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

A Notice of Commencement must be recorded with the Lee County Clerk of Courts prior to issuance of the building permit. A copy of the recorded Notice of Commencement is required at issuance of your building permit. (Notice of Commencement phone # 239-533-5000)

12. **BUILDING ADDENDUM (if owner is not the builder).** Addendum on back of application must be completed.
13. **IMPACT LETTER (SFR & DUPLEX ONLY)** obtained from Development Services must be completed.
14. **DRAINAGE**
If the final grade on the lot exceeds 18 inches above the crown of the road or any adjacent developed lot, and is not in a subdivision subject to a current (active) Development Order, it will need to comply with the LDC Section 34-3104. A COPY OF THE SITE FILL GRADING PLAN **MUST** ACCOMPANY THE PERMIT APPLICATION.
15. **DRIVEWAYS, LANDSCAPING & IRRIGATION (DUPLEX)**
Permits for a duplex (two family or single family attached), and not in a subdivision subject to a current (active) Development Order, will be required to comply with the LDC Section 34-3107 and 34-3108, paved driveways, landscapes and irrigation.

BLUEPRINT PROCEDURE

1. Blueprints should be submitted in sets of three (3) & folded.
2. The following items should be stapled on the left hand side of each set of plans in the following order:
 - 1st - Plot plan (if separate)
 - 2nd - Energy calculations
 - 3rd - Truss/ Roof Layout
 - 4th - Window/ Door Cutsheets or Schedule
 - 5th - Shutter Cutsheets or Schedule
3. The Permit Technicians will attach all other pertinent information to the check off sheet. Please have this information stapled together in the following manner:
 - 1st - Recorded Warranty Deed (if applicable)
 - 2nd - Water/Sewer letters or Septic/Well Information
 - 3rd - Sealed survey (if applicable)
 - 4th - Impact Letter
 - 5th - Energy calculation cover sheet

FOR YOUR INFORMATION

1. WHO CAN PICK UP THE BUILDING PERMIT?

The application must be signed by the Contractor, an authorized agent or the contractor of the property owner in the presence of the Building Official or designee. 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 Lee County Contractors Licensing.

2. TRACKING YOUR APPLICATION

Applicants can go to www.lee-county.com/econnect, our permitting website, or call (239) 533-8997 ext. 4 and enter the case number to track the progress of their application.

3. REVIEW PROCESS TIME

The review process time will vary with the department's workload (normal permitting time is anticipated to be 7 working days.)

4. REJECTED PLANS

Plans will be rejected if all required paper work is not complete. Customer will be notified in writing, mail or fax. The customer will come back to the office to pick-up the rejected plans at the Information Counter.

5. RE-SUBMITTING REJECTED PLANS

Once the plans have been corrected, re-submittal of rejected plans must be made at the Information Desk and will be processed through the normal procedure time.

6. HOW WILL I KNOW WHEN MY PERMIT IS READY?

Applicants will be notified by phone or fax when the permit is approved. At that time you will be given the required fees due and any other paperwork we may need.

7. CHANGES TO THE APPROVED PLANS (REVISIONS)

Any filed changes of outlets or fixtures, non-structural or structural changes must be submitted to the Information Desk for processing. If the original plans were sealed by an architect or engineer, the revisions must also be sealed. These must be submitted in plan form of three (3) copies and approved, prior to commencement of work. Revision fees Pan Review \$25.00 Zoning Review \$20.00

8. 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).

9. INSPECTIONS & RE-INSPECTION FEES

You must call for inspections. Please call (239) 533-8997 to schedule an inspection.

When an inspection has failed, a fee will be charged for all recalls and turn-downs. Fees are \$50.00 per re-inspection.

10. 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.

12. GARBAGE (Lee County Ordinance 95-19)

No Certificate of Occupancy can be issued on Residential units of four (4) or less until proof of payment has been received by Lee County Solid Waste, payment can be made at 1500 Monroe Street, Fort Myers located on the 1st floor (239-533-8539).

13. 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.

14. ADDITIONAL PERMITS (if required)

Plumbing, Electrical, Air Conditioning, Roofing, Lawn Sprinkler system, Pools (including above-ground), Spas, Enclosures, Fences, Solar, Fire Sprinklers or Alarm Systems.

15. TERMITE CERTIFICATES

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

16. ELEVATION CERTIFICATES

Every building that is required to meet flood elevation must have an Elevation Certificate marked "Finished Construction." If an Elevation Certificate is marked "Building Under Construction", a second certificate is required before Final Framing Inspection.

The STRAP NUMBER will be 17 digits and is used to identify the land although the owners may change. The strap number is in the upper left hand of your tax bill or you can obtain it from the Property Appraiser by calling their office at (239) 533-6150.

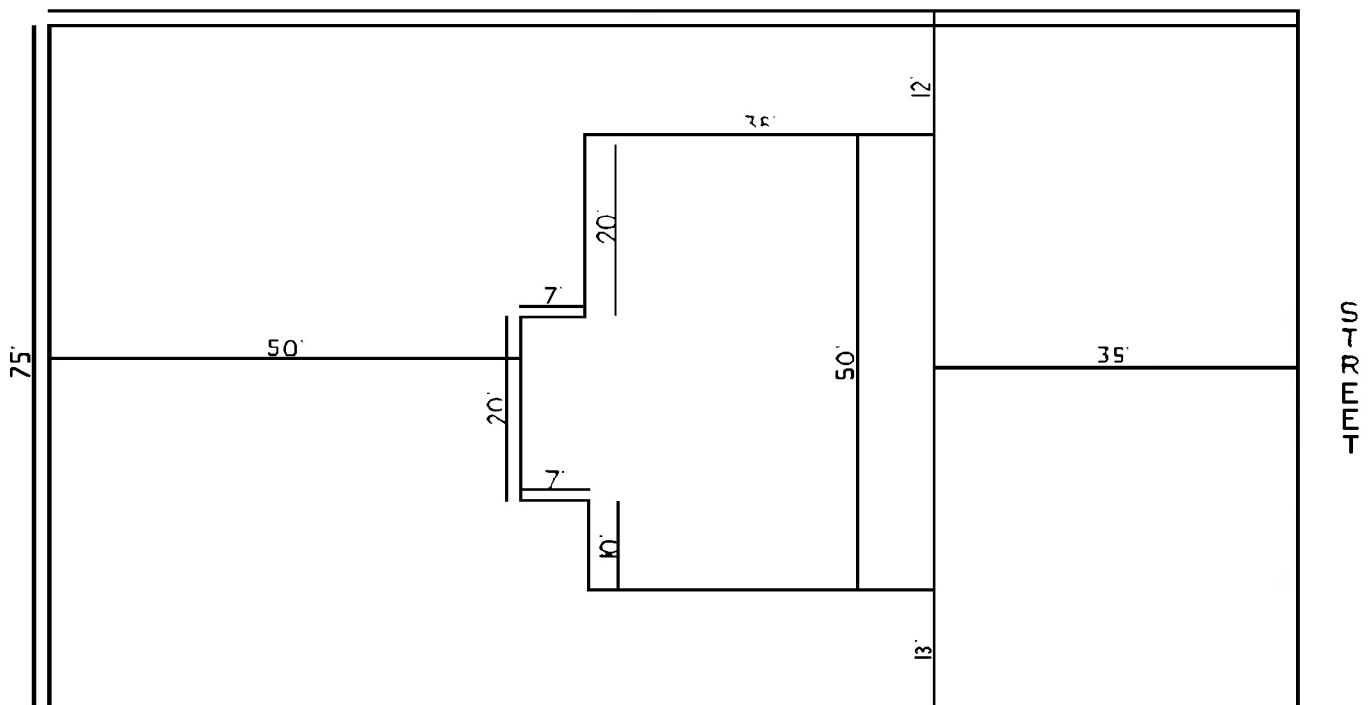
SAMPLE (18-25-15-16-00000.0010)

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 239-533-8329. Please have your strap number available.

SAMPLE PLOT PLAN



Sample Lot Size 75 x 127

FEE SCHEDULE

Plan Review	\$ 50.00
Residential Zoning	\$ 25.00
One and Two Family Dwellings (Total Square Footage)	\$.25 psf
A/C	\$.03 psf \$100.00 min.
Culvert (Driveway)	
Single	\$ 95.00
Double	\$ 120.00
Electrical	\$.20 amp \$75.00 min.
LP gas installation	\$ 100.00
Plumbing	\$.03 psf \$100.00 min.
Roofing	\$ 75.00
Sewer	\$ 75.00
Sprinkler (fire)	\$ 1.25 per head \$100.00 min.
Shutters	\$ 75.00
Permit Extensions	
First extension (3 months)	\$ 100.00
Subsequent extensions (3 months)	\$ 150.00
Residential Revisions (If new SqFt then new construction rate applies)	\$ 25.00 min.
Residential Zoning Revision	\$ 20.00
Change of Contractor	\$ 50.00
Radon	\$.005 per sq. ft.
Administrative	\$.005 per sq. ft.

Impact Fees

LAND DEVELOPMENT CODE/ARTICLE VI

Roads	Division 2
Regional Parks	Division 3
Community Parks	Division 4
Fire & EMS	Division 5
School	Division 6

Refunds

No refund on permits of \$50.00 or less, unless issued in error by the County.
 No refund on any permit will be granted if work has commenced or if permit has expired.
 Refund on all other permits will be at 75% of the permit fee.
 There will be no refund on any plan review fee.

GENERAL NOTE

Fees calculated per square foot will be assessed using the gross floor area. Questions on interpretation of method of measurement and inclusion of areas or items will be determined by the County Building Official.