

INITIAL SUBMITTAL REQUIREMENTS

1&2 FAMILY DWELLING

■ Permit Application:

- **Notice of Commencement:** A certified copy is required if job value is greater than \$2,500 prior to the first inspection (this is not required to be submitted to obtain the permit).

■ **Permit Set: (3 Copies Required)**

- **Certified Site Plan:** Not older than 6 months, signed and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures. The plan shall identify: the elevation of the crown of the road, Flood Zone, FEMA's Base Flood Elevation, and proposed finished floor elevation.

- **Energy Calculations:** Specific to the scope of work.

- **Construction Drawings:** Signed and Sealed, if applicable, by an Architect or registered P.E. to the current building code.

- Architectural Plans
- Foundation plan with footing and columns detail
- Typical wall section
- Door and window schedule with egress requirements
- Door and window buck installation and flashing detail
- Wind load and design pressures
- Tie-beam and lintel layout and schedule
- Truss layout and design loads by the manufacturer or framing plan
- Accessible bathroom on the first floor
- Smoke and CO detector locations
- Attic vent calculations, if applicable

- **Product Approvals:** Florida Product Approvals or Miami-Dade NOAs are required for all windows, doors, shutters, roofing materials, underlayment, roof vents, etc.

- One [Index sheet](#) with each permit set
- One separate set which includes an [index sheet](#) and coversheets with installation instructions for proposed building materials. See [Example](#)

- **Stormwater Plan:** Required for 1 & 2 Family properties that do not have a South Florida Water Management District Permit, Surface Water Management Permit or Environmental Resource Permit (most zoning that is not in a PUD).

■ **Additional Documents:**

- **Owner/Builder Affidavit:** This is required when an owner is obtaining a permit.
- **Vegetation Removal Affidavit:** Required if lot is *one acre or greater*.
 - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.

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■ Additional Documents: (cont'd)

- **Right-of-Way Permit:** if ROW is county maintained, a right-of-way permit must be issued before the house permit can be issued.
- **Health Department Septic System Requirements:** If property is on septic and no sewer is available, provide these documents in addition to complete floor plans:
 - Application of OSTDS construction on FDOH form [DH4015](#) Page 1 of 4.
 - Septic site evaluation by licensed contractor or certified health professional on form DH4015
 - Septic system site plan showing all pertinent features on or within 75 feet of property line, including potable water well or meter, water lines, any surface water bodies, and septic system components.
- **Demolition:** If an existing house is demolished, a certificate of completion for demo is required prior to issuance of a building permit for the new house. If a septic system is demolished along with the existing house, a septic tank abandonment permit must be issued by the Health department.
- **Preservation Review form:** If the property is located in the Rural Fringe Mixed Use District.

How to Apply:

1. Submit your application in person at the Growth Management Department located at:
2800 N. Horseshoe Drive, Naples, FL 34104
(239) 252-2400

or visit the Immokalee Permitting Office located at:
310 Alachua St., Immokalee, FL 34142
(239) 252-5733

2. Apply Online:

- Go to the **CityView** portal: <http://cvportal.colliergov.net/cityviewweb>
- Click "**Register**"

To Track Plan Review and Inspection Progress:

1. Go to the **CityView** portal: <http://cvportal.colliergov.net/cityviewweb>
2. Click "**Status and Fees**".
3. Enter the permit number or the address where the construction will take place.
4. If your search returns more than one result, click "Permit Status" next to the permit you want to track.
5. Click "**Documents & Images**" to review correspondence from the county.