



# INSTRUCTIONS FOR BUILDING PERMIT APPLICATION

2800 N. HORSESHOE DR., NAPLES, FL 34104 | TEL: (239) 252-2400

These Instructions are designed to assist and guide Permittees through completing the Building Permit Application. For your convenience, the Application is also available on <http://www.colliergov.net> as an interactive PDF. All sections, as noted, must be completed.

## Instructions for Section A. Permit Number

**A.1. Permit #:** To be completed by Staff.

## Instructions for Section B. General Permit Information

**B.1. Primary Permit #:** To be completed by the applicant, if applicable. For example, the single-family home permit is the PRIMARY PERMIT for an accessory pool permit.

**B.2. Master Permit #:** To be completed by the applicant, if applicable. A MASTER PERMIT is a set of documents pre-approved by the County to use for future permits.

**B.3. Building Type:** Select one of the three options.

**B.4. Permittee Type:** Select one of the three options.

**B.5. Parcel/Folio #:** These can be found on the Collier County Property Appraiser website: <http://www.collierappraiser.com>.

**B.6. Job Street Address:** This is the physical address where the construction work will take place.

**B.7. Owner Name:** Name of the property owner where the construction work will take place.

**B.8. Owner Phone:** Phone number of the property owner where the construction work will take place.

**B.9. Subdivision:** The subdivision/lot/block/unit numbers can be found on the Collier County Property Appraiser website: <http://www.collierappraiser.com>, when applicable.

**B.10. SDP/PL#:** The cover page (with the approved Collier County stamp) and the site plan page of the Site Development Plan (SDP) (including SDPA, SDPI, SIP, SIPI) are required for all commercial building permit applications. Approved SDPs can be obtained by contacting the Collier County Records Room at [GMDRecordsRoom@colliergov.net](mailto:GMDRecordsRoom@colliergov.net). For building permits submitted prior to SDP approval, please note in B.10: "SDP not submitted." If a SDP is under review, please note on B.10: "SDP under review" and provide the PL#. Please see the Building Division and Inspection Division Bulletin #9 regarding the process and correction submittal fees.

**B.11. PL# Filename:** SDP/PL# that were submitted through EPR after January 1, 2017 are accessible on the [CityView Portal](#). Applicants may identify the PL# Filename in lieu of providing physical files.

**B.12. License #:** Contractors must provide their State (preferred) and/or County license numbers and business information. Owner Builder applicants must state "SELF."

**B.13. Contractor Name:** Name of contractor's company performing the construction work. Owner Builder must state "SELF."

**B.14. Qualifier Name:** Provide the name of the qualifier. Owner Builder must state "SELF."

**B.15. Contractor Contact Information:** Name of the contractor's contact, if different than above. Owner Builder must state "SELF."

**B.16. Contractor Address:** Address of the contractor or Owner Builder (if different than B.6).

**B.17. Contractor Phone:** Phone number of the contractor or Owner Builder (if different than B.8).

**B.18. Contractor Fax:** Fax number of Contractor or Owner Builder.

**B.19. Contractor Email:** Email(s) of the Contractor or Owner Builder. Check the box if email should NOT be the primary method of contact.

## Instructions for Section C. Application Information

**C.1.** Check all the Subcontractors that will conduct work at the job site.

**C.2.** Identify the Permit Type from the following list:

Aluminum Structure	Cell Tower	Fence	Mechanical	Pool	Solar
Awnings	Construction Trailer	Garage	Mobile Home/Trailer	Roof	Water Feature
Building*	Demolition	Gas	Office/Sales Trailer	Shutters/Doors/Windows	
Carport/Shed	Electrical	Marine	Plumbing	Sign/Flagpole	

\*Building Permit Type includes: New Construction, Alteration, Chickee/Tiki Hut, Dumpster Enclosure, Pergola, Tenant Build-out, etc.

**C.3.** Identify the Fire Permit Type from the following list:

Clean Agent System	Fire Pumps	Hood	Spray Booths	Underground Fire Lines
Fire Alarm Monitoring	Fire Sprinkler System	LP Gas (for commercial permits only)	Standpipes	
Fire Alarms	Fossil Fuel Storage System	Pre-Eng. Fire Suppression Systems	Tents	

*Instructions continued on next page*

**C.4. Construction Type:** Identify the Construction Type from the following list: *Construction Types are established in Chapter 6 of the Florida Building Code.*

Type IA	Type IIA (1 hour)	Type IIIA ( 1 hour)	Type IV	Type VB (Unprotected)
Type IB	Type IIB (unprotected)	Type IIIB (Unprotected)	Type VA (1 hour)	

**C.5. Occupancy Type:** Identify the Occupancy Type from the following list: *Occupancy Types are established in Chapter 3 of the Florida Building Code.*

Amusement Parks, Stadium, Bleachers	Chickee - Non Residential	High Hazard, Explosives	Residential, 1 & 2 Family New or Guest House
Assembly, Church	Chickee – Residential	HPM	Special Purpose Industrial
Assembly, Arenas	Day Care	Institutional, Incapacitated	Storage, Low Hazard
Assembly, Nightclubs	Factory-Industrial (Low Hazard)	Institutional, Supervised Environment	Utility, miscellaneous- Commercial & M/F
Assembly, Restaurants, Bars, Banquet Halls	Factory-Industrial (Moderate Hazard)	Mercantile	Utility, miscellaneous- Residential
Assembly, Theaters, with Stage	High-Hazard (H-2)	Residential, Care/Assisted Living Facilities	
Assembly, Theaters, without Stage	High-Hazard (H-3)	Residential, Hotels	
Business	High-Hazard (H-4)	Residential, Multi-Family	

**C.6. Water Service:** Identify the Water Service provider from the following list:

Well	Ave Maria	Everglades City	City of Marco Island	City of Naples	Collier County	Golden Gate City	Immokalee
------	-----------	-----------------	----------------------	----------------	----------------	------------------	-----------

**C.7. Sewer Service:** Identify the Sewer Service provider from the following list:

Septic	Ave Maria	Everglades City	City of Marco Island	City of Naples	Collier County	Golden Gate	Immokalee
--------	-----------	-----------------	----------------------	----------------	----------------	-------------	-----------

**C.8. Fire Sprinkled:** Identify whether the building is fire sprinkled: Yes or No

**C.9. Permit by Affidavit:** Identify whether the permit is a Permit by Affidavit: Yes or No

**C.10. Private Provider:** Identify whether Private Provider services will be rendered: No or Plan Review & Inspection or Inspection Only

**C.11. Threshold Building:** Identify whether the structure is a threshold building, as defined by FBC Ch. 2 and F.S. 553.71(12): Yes or No

**C.12. Vegetation Clearing:** Identify whether clearing of vegetation will take place: Yes. Clearing will take place on site, or No. Clearing will not take place on site.

**Instructions for Section D. Project Information**

**D.1. Description of Work:** The Description of Work must convey a detailed account of the work identified on the construction plans. For a multi-story project, identify the floor/story where construction work will take place. In addition, for permit applications addressing a Code Enforcement violation, please include the case number. Do NOT state “Please see attached plans.” The description of work must be included on the approved Permit.

**D.2. Commercial Project Name:** Identify the Commercial Project Name, if any.

**D.3. Declared Value:** Identify the Declared Value of the construction. The Declared Value must be either the contract value OR the value established by the *Items to Be Included*, pg. 3 of the [50% Structural Improvement/Structural Damage Form](#).

**D.4. 1 & 2 Family Dwelling/Townhouse Sq. Ft.:** This series of tables are to be filled out by applicants applying for a 1 & 2 Family Dwelling/Townhouse building permit. For alterations or additions, the work area is considered the square footage only where the construction will occur, not the total area of the structure.

Follow the instructions in Table D.4 and fill out the D.4 table series, based on the type of work proposed. For example, an applicant seeking to construct a NEW single family dwelling unit must complete tables D.4.a New Construction and D.4.b Work Area (Sq. Ft.). All 1 & 2 Family Dwelling/Townhouse applicants must fill out D.4.d Totals by Area, i.e. Total Living: D.4.b.i + D.4.c.i and Total Non-living: D.4.b.ii + D.4.c.ii. See the Note below for condominium buildings.

**D.5. Commercial Sq. Ft.:** This series of tables are to be filled out by applicants applying for a commercial building permit. For alterations or additions, the work area is considered the square footage only where the construction will occur, not the total area of the structure. Follow the instructions in Table D.5 and fill out the D.5 table series, based on the type of work proposed. For example, an applicant seeking an alteration to a commercial building must complete D.5.c. Work Area.

**Note: Condominiums:** For construction work in a residential condominium building unit, fill out D.4. For construction work in a lobby (or communal space) in a condominium building, fill out D.5.



# BUILDING PERMIT APPLICATION

2800 N. HORSESHOE DR., NAPLES, FL 34104 | TEL: (239)252-2400

Directions: Applicants must complete all fields. Please follow the Building Permit Application Instructions to complete this Application.

## Section A. Permit Number

A.1. Permit # (Staff to provide): \_\_\_\_\_

## Section B. General Permit Information

B.1. Primary Permit # (if any): \_\_\_\_\_ B.2. Master Permit # (if any): \_\_\_\_\_

B.3. Building Type:  1 & 2 Family dwelling/Townhouse  Mobile/Manufactured home  Residential 3+ units/Multi-family  Commercial

B.4. Permittee Type:  Contractor  Design Professional  Owner Builder

### Property Information

B.5. Parcel/Folio #: \_\_\_\_\_  
 B.6. Job Street Address: \_\_\_\_\_  
 B.7. Owner Name: \_\_\_\_\_  
 B.8. Owner Phone: \_\_\_\_\_  
 B.9. Subdivision: \_\_\_\_\_  
 Lot/Block/Unit: \_\_\_\_\_  
 B.10. SDP/PL#: \_\_\_\_\_  
 B.11. \*PL# Filename: \_\_\_\_\_

### Contractor Information

B.12. License #: \_\_\_\_\_  
 B.13. Company Name: \_\_\_\_\_  
 B.14. Qualifier Name: \_\_\_\_\_  
 B.15. Contact Name: \_\_\_\_\_  
 B.16. Company Address: \_\_\_\_\_  
 B.17. Company Phone: \_\_\_\_\_  
 B.18. Fax #: \_\_\_\_\_  
 B.19.a. \*\*Email 1: \_\_\_\_\_  
 B.19.b. \*\*Email 2: \_\_\_\_\_

\*Optional – Search existing Filenames on [CityView Portal](#).

[ ] \*\*Do not use Email(s) as primary contact method.

## Section C. Application Information

C.1. Subcontractors:  ELEC  PLUMB  MECH  Roof  Septic  Low Voltage  Shutters  ELECT from house  Gas

C.2. Permit Type: \_\_\_\_\_ C.8. Fire Sprinkled: \_\_\_\_\_  
 C.3. Fire Permit Type: \_\_\_\_\_ C.9. Permit by Affidavit: \_\_\_\_\_  
 C.4. Construction Type: \_\_\_\_\_ C.10. Private Provider: \_\_\_\_\_  
 C.5. Occupancy: \_\_\_\_\_ C.11. Threshold Building: \_\_\_\_\_  
 C.6. Water Service: \_\_\_\_\_ C.12. Vegetation Clearing: \_\_\_\_\_  
 C.7. Sewer Service: \_\_\_\_\_ C.13. Related to DAMAGES INCURRED BY HURRICANE IRMA:  Yes  No

## Section D. Project Information

D.1. Description of Work (provide below): \_\_\_\_\_ D.2. Project Name (if any): \_\_\_\_\_ D.3. Declared Value: \$ \_\_\_\_\_

D.4. Residential Sq. Ft.:	D.4.a. New Const.	D.4.b. Work Area (Sq. Ft.)	D.4.c. Work Area (Sq. Ft.)	D.4.d. Totals by Area
New Const. (Complete D.4.a. & D.4.b.)	# Stories: _____	D.4.b.i. Living: _____	D.4.c.i. Living: _____	TOTAL Living: _____
Addition (Complete D.4.a. & D.4.b.)	# Units: _____	D.4.b.ii. Non-living: _____	D.4.c.ii. Non-living: _____	TOTAL Non-living: _____
Alteration (Complete D.4.c.)	# Bedrooms: _____	<b>TOTAL:</b> _____	<b>TOTAL:</b> _____	
	# Bathrooms: _____			
D.5. Commercial Sq. Ft.:	D.5.a. New Const.	D.5.b. Work Area (Sq. Ft.)	D.5.c. Work Area (Sq. Ft.)	
New Const. (Complete D.5.a. & D.5.b.)	# Stories: _____	Interior: _____	Interior: _____	
Addition (Complete D.5.a. & D.5.b.)	# Units: _____	Exterior: _____	Exterior: _____	
Alteration (Complete D.5.c.)		<b>TOTAL:</b> _____	<b>TOTAL:</b> _____	

## Section E. Staff Section

E.1. Final Review Date: \_\_\_\_\_ E.2. Number of Plan Sets: \_\_\_\_\_ E.3. Review Days: **WT 1 5 10 15**

## **NOTICE OF COLLIER COUNTY ADDITIONAL REGULATIONS**

**NOTICE OF ADDITIONAL RESTRICTIONS:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be 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 POSSIBLE DEED RESTRICTIONS:** The land subject to this permit may be subject to deed, and other restrictions that may limit or impair the landowner's rights. Collier County is not responsible for the enforcement of these restrictions, nor are Collier County employees authorized to provide legal or business advice to the public relative to these restrictions. The landowner or any applicant acting on behalf of the landowner is cautioned to seek professional advice.

**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 Growth Management Department.

**NOTICE OF CLEARING RESTRICTIONS:** The issuance of a building permit for a single-family dwelling allows up to one (1) acre of native vegetation to be cleared. Clearing more than one (1) acre may be allowed for accessory structures and requires a separate Vegetation Removal Permit. Properties located in the following zoning district overlays may **not** be allowed to clear one (1) acre: Rural Fringe Mixed Use District (RFMU), Big Cypress Area of Concern (ACSC), and Special Treatment Overlay (ST). There may be additional restrictions related to clearing native vegetation and impacts to wetlands or protected species found on the property. State and Federal agency permits may be required. Contact the Growth Management Department's Environmental Services at (239) 252-2400 for additional information. 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.

**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.

By initialing, I am acknowledging that I have read and understand this Notice of Collier County Additional Regulations.

---

Initials

*Owner or Agent of Owner's or Contractor's initials are required.*



**ACKNOWLEDGEMENT OF COLLIER COUNTY REGULATIONS**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced 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 approved permit and/or permit application expires if not commenced within 180 days from the date of issuance. The permittee further understands that only licensed contractors may be employed and that the structure will not be used or occupied until a certificate of occupancy is issued. By signing this permit application, I agree that I have been retained by the owner/permittee 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 contractor responsible for providing said contracting services. I further agree that I understand that the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances. It is further understood that the property owner/permittee is the owner of the permit.

**Note: An Owner-Builder must complete Sections A and B and the Owner-Builder Affidavit form.**

**SECTION A. OWNER or AGENT OF OWNER ACKNOWLEDGEMENT. The Contractor may sign as the Agent of Owner so long as Contractor's contract with Owner permits such action:**

\_\_\_\_\_  
(Signature of Owner or Agent of Owner) (Print name of Owner or Agent of Owner)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name of person) who \_\_\_\_ is personally known to me, or who \_\_\_\_ has produced identification (type of identification): \_\_\_\_\_.

Notary Signature: \_\_\_\_\_ Seal: \_\_\_\_\_

**SECTION B. CONTRACTOR ACKNOWLEDGEMENT:**

\_\_\_\_\_  
(Signature of Contractor) (Print name of Contractor)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (name of person) who \_\_\_\_ is personally known to me, or who \_\_\_\_ has produced identification (type of identification): \_\_\_\_\_.

Notary Signature: \_\_\_\_\_ Seal: \_\_\_\_\_

**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. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**