

# INSTRUCTIONS FOR BUILDING PERMIT APPLICATION

2800 N. HORSESHOE DRIVE, NAPLES, FL 34104 (239) 252-2400

These Instructions are designed to assist and guide Permittees with completing the Building Permit Application. For your convenience, the Application is also available on <http://www.colliercountyfl.gov> 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. i.e., 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 five options.

## Instructions for Section C. Property Information

**C.1. Parcel/Folio #:** These can be found on the Collier County Property Appraiser website: <http://www.collierappraiser.com>.

**C.2. Job Street Address:** This is the physical address where the construction work will take place.

**C.3. Owner Name:** Name of the property owner where the construction work will take place.

**C.4. Owner Phone:** Phone number of the property owner where the construction work will take place.

**C.5. Owner Email:** Email address of the property owner where the construction work will take place.

**C.6. Subdivision:** The subdivision/lot/block/unit #'s can be found on the Collier County Property Appraiser website: <http://www.collierappraiser.com>

**C.7. Project Name:** The name of the project, when applicable.

**C.8. SDP/PL#:** Approved SDPs can be obtained by contacting the Collier County Records Room at [GMDPublicRecordRequest@colliercountyfl.gov](mailto:GMDPublicRecordRequest@colliercountyfl.gov).

**C.9. Jurisdiction:** Select Option that applies.

## Instructions for Section D. Contractor Information

**D.1. Permittee Type:** Please check the applicable box.

**D.2. Contact Name:** Name of the contractor's contact, if different than below. Owner Builder must state "SELF."

**D.3. License #:** Contractors must provide their State (preferred) and/or County license numbers and business information. Owner Builder applicants must state "SELF."

**D.4. Company Name:** Name of contractor's company performing the construction work. Owner Builder must state "SELF."

**D.5. Company Address:** Address of the Contractor or Owner Builder.

**D.6. Qualifier Name:** Provide the name of the qualifier. Owner Builder must state "SELF."

**D.7. Contractor Email:** Email(s) of the Contractor or Owner Builder.

**D.7.A. For Contractors:** Is Email your preferred method of contact. Please check YES box, if applicable.

**D.9. Company Phone:** Phone Number of the Contractor or Owner Builder.

**D.10. Company Fax:** Fax Number of the Contractor or Owner Builder.

## Instructions for Section E. Permit Information

**E.1. 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](#).

**E.2. Permittee Type:** Select a permit type from the supplied list.

**E.3. 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.

**E.4. Occupancy Type:** Identify the Occupancy Type from the list: *Occupancy Types are established in Chapter 3 of the Florida Building Code.*

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

**E.5. Construction Type:** Identify the Construction Type from the 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)
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**E.6. Is structure in flood zone:** Identify whether the structure is located in a flood zone: No, Unknown, Yes.

**E.7. Fire Sprinkled:** Identify whether the building is fire sprinkled: Yes or No.

**E.8. Type of Water Supply:** Check the box that identifies the type of water supply.

**E.9. Sewage Disposal:** Check the box that identifies the method of sewage disposal.

**E.10. Vegetation Removal:** Identify whether clearing of vegetation will take place: Yes. Clearing will take place on site, or No. Clearing will not take place on site.

**E.11. Private Provider:** Identify whether Private Provider services will be rendered: No or Plan Review & Inspection or Inspection Only.

**E.12. 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.

**E.13. Repairs from Disaster Event:** Identify whether these are repairs from a disaster event. Yes, Name of Event or No.

**E.14. Change of Occupancy:** Please check Yes or No.

**E.15. Permit by Affidavit:** Identify whether the permit is a Permit by Affidavit: Yes or No.

**E.16. Subcontractors:** Check all the Subcontractors that will conduct work at the job site.

## Instructions for Section F. Area of Construction Activity

**F.** Identify number of stories in structure, floor where work is being performed, # of bedrooms/bathrooms. Supply interior/living sq.ft., additional sq.ft. being added, exterior/non-living sq. ft. and total square footage.

# BUILDING PERMIT APPLICATION

2800 North Horseshoe Drive, Naples, FL 34104 (239) 252-2400  
PermittingDept@CollierCountyFL.gov

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

**B.3. Building Type:**     1&2 Family Dwelling/Townhouse     Res. 3+ Units/Multi-Family     Commercial     Mobile/Manufactured Home     Guest House

**Section C. Property Information**

**C.1. Parcel/Folio #:** \_\_\_\_\_      **C.6. Subdivision Lot #:** \_\_\_\_\_

**C.2. Job Street Address:** \_\_\_\_\_      **C.7. Project Name:** \_\_\_\_\_

**C.3. Owner Name:** \_\_\_\_\_      **C.8. SDP/PL#:** \_\_\_\_\_

**C.4. Owner Phone:** \_\_\_\_\_      **C.9. Jurisdiction:**     Collier County     City of Everglades

**C.5. Email:** \_\_\_\_\_

**Section D. Contractor Information**      **D.1. Permittee Type:**     Contractor     Design Professional     Owner-Builder

**D.2. Contact Name:** \_\_\_\_\_      **D.3. License:** \_\_\_\_\_

**D.4. Company Name:** \_\_\_\_\_

**D.5. Company Address:** \_\_\_\_\_      **D.9. Company Phone:** \_\_\_\_\_

**D.6. Qualifier Name:** \_\_\_\_\_      **D.10. Fax #:** \_\_\_\_\_

**D.7. Email:** \_\_\_\_\_

**For Contractors:** *The above email address is my preferred method of contact for all correspondence regarding this permit.*       Yes

**Section E. Permit Information**      \*Building Permit Type includes: New Construction, Addition, Alteration, Chickee/Tiki Hut, Dumpster Enclosure, Pergola, Tenant Build-out, etc.      **E.1. Declared Value: \$** \_\_\_\_\_

**E.2. Permit Type:**     Alum Structure     Awnings     Building\*     Carport/Shed     Cell Tower     Demolition     Detached Garage     Electrical     Fence     Fire     Gas  
 Marine     Mechanical     Plumbing     Pool     Roof     Shutters/Doors/Windows     Sales/Const. Trailer     Screen Enclosure     Solar     Sign/Flagpole     Water Feature

**E.3. Description of Work:** *The Description of work must convey an account of work identified on the construction plans.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E.4. Occupancy Type:** \_\_\_\_\_ *See Instructions*

**E.5. Construction Type:**     IA     IB     IIA     IIB     III A     III B     IV     VA     VB    *See Instructions*

**E.6. Is Structure in a Flood Zone:**     No     Unknown     Yes, additional form required.      *See Instructions*

**E.7. Is Structure Fire Sprinkled:**     No     Yes

**E.8. Type of Water Supply:**     Collier County     Well     City of Naples     Ave Maria     City of Everglades     Immokalee     Other

**E.9. Type of Sewage Disposal:**     Sewer     Septic

**E.10. Vegetation Removal:**     Yes     No    A Vegetation Removal Affidavit is required for any new structure of addition on all parcels larger than 1 acre.

**E.11. Private Provider:**     No     Yes     Plan Review & Inspections     Inspections Only

**E.12. Threshold Building:**     No     Yes

**E.13. Repairs from Disaster Event:**     No     Yes    *Name of Disaster Event:* \_\_\_\_\_

**E.14. Change of Occupancy:**     No     Yes

**E.15. Is this a Permit by Affidavit:**     No     Yes

**E.16. Subcontractors: Check All that Apply:**     Electrical     Plumbing     Mechanical     Roofing     Septic

**Section F. Area of Construction Activity (Work Area Only)**

Total Number of Stories: \_\_\_\_\_      Floor (Story) work is being performed on: \_\_\_\_\_      # Bedrooms: \_\_\_\_\_      # Bathrooms: \_\_\_\_\_

Living /Int. Sq. Ft.: \_\_\_\_\_      Add'l. Sq. Ft.: \_\_\_\_\_      Non-Living/Ext. Sq. Ft.: \_\_\_\_\_      Total Sq. Ft.: \_\_\_\_\_

**Section I. A Required Page for ALL Building Permit Applications**

**ACKNOWLEDGEMENT OF COLLIER COUNTY REGULATIONS BY OWNER OR 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 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.

**CERTIFICATION:** Application is hereby made to obtain a permit to do the work and installations as indicated. I, **THE OWNER OR AGENT OF OWNER**, 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 work is not commenced within 180 days from the date of issuance. I, **THE OWNER OR AGENT OF OWNER** understand that only licensed contractors may be employed and that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit applications, I, **THE OWNER OR AGENT OF OWNER**, agree that I have retained the contractor identified on this application to provide contracting services for the trade for which he or she is listed. I understand it is the responsibility of the property owner to notify the Building Plan Review and Inspection Division should the contractor responsible for providing said contracting services no longer be willing to provide his or her services. I, **THE OWNER OR AGENT OF OWNER**, understand the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances. Furthermore, I, **THE OWNER OR AGENT OF OWNER** understand the owner is responsible for all construction work on the property.

**Job Street Address:** \_\_\_\_\_

Signature of Owner or Agent of Owner (An original signature is required)

Print Name of Owner or Agent of Owner

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of owner or agent of owner) \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
- Has produced \_\_\_\_\_ as identification.

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

Must Comply with Notarial Law
Notary Seal

**NOTICE OF COMMENCEMENT INFORMATION**

Per Florida Statutes 713.135, a Notice of Commencement (NOC) is required for construction of improvements totaling more than \$5,000 between an owner and a contractor related to improvements to real property consisting of single or multiple family dwellings up to and including four units. For A/C repairs or replacements, a notice of commencement is required for improvements more than or equal to \$15,000. 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 a 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. 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 IF YOU INTEND TO OBTAIN FINANCING.**

**Section I. A Required Page for ALL Building Permit Applicatons**  
**ACKNOWLEDGEMENT OF COLLIER COUNTY 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 may be found in the public records of this County, and there may be additional permits required from other governmental enties 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.

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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.

**Job Street Address:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Qualifier (An original signature is required)

\_\_\_\_\_  
Print Name of Qualifier

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (printed name of qualifier) \_\_\_\_\_

Such person(s) Notary Public must check applicable box:

- Are personally known to me
- Has produced a current drivers license \_\_\_\_\_
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Notary Signature: \_\_\_\_\_

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