

Site Planning Documents for Building Permits

All Building permits for new structures and additions that increase the buildings “footprint” require a document that shows where on your property you intend to do the work. The level of detail, accuracy and certification requirements vary with the type of work you are doing.

Building Permit	Certified Site Plan	Site Plan (not certified)	Site Development Plan
1-2 Family Home	X		
Multi-Family Home			X
Commercial Building			X
1-2 Family Home Additions or Accessory Structures Adding 400 ft ² of new impervious area	X		
1-2 Family Home Additions or Accessory Structures Adding less than 400 ft ² of new impervious area		X	
Pool (1-2 Family Home)	X		

Note: An *Affidavit in Lieu of Certified Site Plan* may be accepted for structures with 400 sq. ft. or less of new impervious area.

Definitions:

Certified Site Plan: A plan prepared, 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 (BFE), and proposed finished floor elevation (FFE).

Site Plan (not certified): A sketch drawn to scale showing the size, dimensions, and location of the proposed structure. Include setback dimensions from the proposed structure to all existing structures and dimensions to the property lines.

Site Development Plan: A County approved plan for a multi-family or commercial construction site showing information that may include landscaping, lighting, environmental requirements, architectural plans, utilities, roadways, and stormwater management. Site development plans are reviewed and approved by the Development Review Division through the planning application process.

Impervious Area: Roofed buildings, concrete and asphalt pads, cool deck (e.g. spraycrete), pavers with limerock base, swimming pools, and lined pond areas.

Affidavit in Lieu of Certified Site Plan: A notarized form that affirms all work to be performed under the specified permit shall conform to applicable setbacks and easement requirements established by Collier County and/or any other applicable agency.