

## APPLICATION REQUIREMENTS - Accessory Structure

## PRAC

Chickees, Tikis, Pergolas, Trellis, Cabanas, Casitas, detached accessory buildings, etc.

### General Requirements

All submittal requirements must have documents completed and submitted for review.

- **Application Form:** Building Permit Application
- **Construction Plans:** Plans reflecting the scope of work, signed and sealed, if applicable.  
May include:
  - Architectural Plans
  - Structural 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
  - Roof Framing Plan
- **Site Planning Document:** A proposed site plan. The plan shall identify: The location of the proposed building, the elevation of the crown of the road, Flood Zone, FEMA's Base Flood Elevation, and proposed finished floor elevation.
  - This document may need to be certified if new impervious area is over 400 sq ft and 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.
  - An [affidavit in lieu of certified site plan](#), if not providing a signed and sealed site plan.
  - If on septic: Please show distance of proposed structure to septic. Per 62-6.005(2) F.A.C., must be at least 5 feet away.

### Additional Requirements

Additional documents may be required based on information provided.

- **Specialty Engineering / Specification Sheets:** Truss Layout and design loads by the manufacturer.
- **Index Sheet:** List of Florida Product Approvals or Miami-Dade NOA numbers for all windows, doors, shutters, roofing materials, underlayment, roof vents, etc.
  - Filled out with all products used including decimal, for example: FL 15729.4
  - Copies of Product Approvals and Miami-Dade NOAs not required.
- **AC Energy and Load Calculations:** If space is air-conditioned: Energy and Load calculations specific to the scope of work.
- **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.
- **Storm Water Plan:** Required on lots with 1 & 2 Family dwellings, with the following exceptions:
  - Lots located in the Rural Agricultural (A) Zoning district outside the Immokalee Urban Area Overlay district and outside the coastal urban designated area as established in the Future Land Use Map; and
  - Lots that have received a Surface Water Management or Environmental Resource Protection permit from the South Florida Water Management District.
- **Owner-Builder Affidavit:** For owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors. Document must be signed in person and notarized by Collier County Growth Management staff.