

APPLICATION REQUIREMENTS - 1 & 2 Family Home

PRFH

Alterations

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 or may not include, as required by scope of work:
 - An existing floor plan
 - A proposed floor plan
 - 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
 - Smoke and CO detector locations

Additional Requirements

Additional documents may be required based on information provided.

- **AC Energy and Load Calculations:** If you are changing any non-living space into living space. Energy and Load calculations specific to the scope of work.
- **Index Sheet:** If you are replacing any external doors, windows, shutters, roof products, etc. 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.
- **Site Planning Document:** If you are changing any non-living space into living space. 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.
 - 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.
- **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.
- **Health/Septic Application:** If changing the number of bedrooms and on septic, the health department may have additional requirements.