

APPLICATION REQUIREMENTS - Multi-Family Home

PRMFH

Alterations

General Requirements

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

- **Application Form:** Building Permit Application
- **Architectural Plans:** Architectural plans reflecting the scope of work, signed and sealed, if applicable.
- **Structural Plans:** Structural plans reflecting the scope of work, signed and sealed, if applicable.

Additional Requirements

Additional documents may be required based on information provided.

- **Electrical Plans:** Electrical plans reflecting the scope of work, signed and sealed, if applicable.
- **Mechanical Plans:** Mechanical plans reflecting the scope of work, signed and sealed, if applicable.
- **Plumbing Plans:** Plumbing plans reflecting the scope of work, signed and sealed, if applicable.
- **Fire Plans:** Fire plans reflecting the scope of work, signed and sealed, if applicable.
 - Separate fire permits may be required.
- **Fire Alarm Engineering:** Fire plans reflecting the scope of work, signed and sealed, if applicable.
- **Fire Sprinkler Engineering:** Fire plans reflecting the scope of work, signed and sealed, if applicable.
- **AC Energy and Load Calculations:** Energy and Load calculations specific to the scope of work.
- **Specialty Engineering / Specification Sheets:** Truss Layout and design loads by the manufacturer.
- **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.
 - 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.
- **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.
- **Private Provider Package:** Required if a Private Provider is performing inspections or plan review.
- **FEMA 50% documents:** Projects that are considered substantial improvement must meet the current Florida Building Code, as well as the provisions of the Collier County Floodplain Management Ordinance.