



# BUILDING PERMIT APPLICATION

**Growth Management Division, Planning and Regulation**  
**2800 N. Horseshoe Drive, Naples Florida 34104 \* 239-252-2400**

**Please fold plans with the plain side out. Ensure documents are stapled inside each set of plans.**

[ ] Residential 1 or 2 Units    [ ] Residential 3 or more Units    [ ] Commercial    [ ] Walk Through

Permit No. \_\_\_\_\_

<b>JOB LOCATION</b>	Folio _____ Job Address _____ Owner _____ Owners Phone No. _____ Lot _____ Block _____ Unit _____ Subdivision _____ Twnshp _____ Range _____ Section _____ SDP _____ COA _____ FEMA: BFE: _____ Zone: _____		<b>CONTRACTOR INFORMATION</b>	State Cert No. _____ Company Name _____ Qualifier Name _____ Contact Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Fax _____ E-Mail Address _____		
<b>TYPE OF IMPROVEMENTS</b>	New Construction Marine Addition Mechanical Alteration Mobile Home Convenience Book Plumbing Demo Electric from House	Doors/Windows Re-Roof Electric/Low Voltage Screen Enclosure Fence Shutter Fire Sign/Flagpole Gas Solar Pool	<b>SUB CONTRACTORS REQUIRED</b>	Private Provider Electrical Low Voltage Mechanical Plumbing Roofing Septic Shutters Permit by Affidavit	<b>CONSTRUCTION TYPE</b>	<input type="checkbox"/> Non-Sprinkled <input type="checkbox"/> Sprinkled <input type="checkbox"/> I A <input type="checkbox"/> I B <input type="checkbox"/> II A <input type="checkbox"/> II B <input type="checkbox"/> III A <input type="checkbox"/> III B <input type="checkbox"/> IV A <input type="checkbox"/> IV B <input type="checkbox"/> V A <input type="checkbox"/> V B Occupancy Classification _____ _____
<b>COMMERCIAL PROJECT INFORMATION</b>	Description of Work: _____ _____ _____ # Floors _____ # Units _____ # Fixtures _____ # Tons _____ Cost of Job _____ Interior Sq Ft    Exterior Sq Ft    Total Area _____ SDP: _____ COA: _____ Code Case: _____		<b>RESIDENTIAL PROJECT INFORMATION</b>	Description of Work: _____ _____ _____ # Stories _____ # Units _____ Cost of Job _____ # Bedrooms _____ # Baths _____ # Tons _____ Living Sq Ft    Non-Living Sq Ft    Total Area _____ SDP: _____ COA: _____ Code Case: _____		
<b>UTILITIES</b>	<b>SEWAGE</b> Septic Ave Maria City of Naples Collier County Golden Gate City Immokalee Orange Tree Other _____	<b>WATER SUPPLY</b> <input type="checkbox"/> Well <input type="checkbox"/> Ave Maria <input type="checkbox"/> City of Naples <input type="checkbox"/> Collier County <input type="checkbox"/> Golden Gate City <input type="checkbox"/> Immokalee <input type="checkbox"/> Orange Tree <input type="checkbox"/> Other _____	<b>DESIGN PROFESSIONAL INFORMATION</b>	Name _____ Address _____ City _____ State _____ Zip _____ Phone _____		

July 1, 2011 (For Use By County Staff) PMR Date: \_\_\_\_\_ Days Review: \_\_\_\_\_ #of Sets \_\_\_\_\_

# ACKNOWLEDGEMENT OF COLLIER COUNTY REGULATIONS

Per Florida Statutes 713.135 a Notice of Commencement (NOC) is required for construction of improvements totaling more than \$2,500, with certain exceptions. For A/C Replacements a notice of commencement is required for improvements more than \$7,500. 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 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. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

The approved permit and/or permit application expires if not commenced within six (6) months from the date of issuance. The permit or application fee will be four times the amount of the permit fee, if work is started without an approved permit. The permittee further understands that only licensed contractors may be employed and that the structure will not be used or occupied until a certificate of occupancy is issued. By signing this permit application, I agree that I have been retained by the owner/permittee to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Customer Service section of the Building Review and Permitting Department should I no longer be the contractor responsible for providing said contracting services. I further agree that I understand that the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances. It is further understood that the property owner/permittee is the owner of the permit.

### 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 SEE PROFESSIONAL ADVICE.

### WARNING ON WORK IN 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 Transportation/ROW Permits and Inspections (239) 252-5767.

**NOTICE:** 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 water management district, state agencies, or federal agencies.

### CONVENIENCE BOOKS

A convenience book can be purchased for air conditioning, water heaters, or residential garage doors (size for size). They may not be used for work having a value of over \$5000. They are not valid for work in the Right of Way. A separate ROW permit must be obtained. Reapplications are allowed for convenience permits. The permit must be completely filled out by you prior to commencing the work, and the job-site copy posted at the electric meter. It is your responsibility to ensure the documents are posted correctly and securely. Inspections must be called for within 24 hours of work completion. A permit is not required for a water heater under 52 gallons for a single family detached house only. Residential garage doors need NOA or Florida Product Approval. Approval numbers must be written on the convenience permit. Approval must be on the job site with the copy of the permit. Convenience permits can be delivered or faxed to the office at (239) – 252-3990.

Company Name: \_\_\_\_\_ State License#: \_\_\_\_\_

Qualifier's Name \_\_\_\_\_ Qualifier's Signature \_\_\_\_\_

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

Sworn to (or affirmed) and subscribed before me this \_\_\_\_/\_\_\_\_/\_\_\_\_

Who is personally known \_\_\_\_ OR Produced ID \_\_\_\_

Type of ID \_\_\_\_\_

Notary Public Name \_\_\_\_\_ (SEAL)

Notary Public Signature \_\_\_\_\_