

RESOLUTION NO. 17-22

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT MYERS BEACH, FLORIDA ADOPTING ADMINISTRATIVE CODE NO. 3-001 RELATING TO THE MINIMUM SUBMISSION REQUIREMENTS FOR BUILDING PERMITS FOR SINGLE FAMILY AND DUPLEX DWELLINGS AND ACCESSORY STRUCTURES.

WHEREAS: In order to better protect the health, safety and welfare of Town citizens, residents and visitors through the process by which building permits are applied for, reviewed and granted; and,

WHEREAS: the procedures outlined in this Administrative Code in combination and the information requested shall allow the Town to make informed decisions in the permitting process; and,

WHEREAS: pursuant to Town Ordinance 15-05, as codified, the Town Council may adopt administrative codes as required; and,

WHEREAS: the proposed code has been found to be consistent with relevant state laws, the Town Charter and the Town Code of Ordinances

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE TOWN OF FORT MYERS BEACH AS FOLLOWS:

Administrative Code 3-001 attached hereto is adopted this date to become effective immediately.

DULY PASSED AND ADOPTED ON THIS 14TH DAY OF AUGUST, 2017

The foregoing Resolution was adopted by the Town Council upon a motion by Council Member Cereceda and seconded by Vice Mayor Gore, and upon being put to a vote, the result was as follows:

Dennis C. Boback, Mayor	aye
Tracey Gore, Vice Mayor	aye
Bruce Butcher, Council Member	aye
Anita Cereceda, Council Member	aye
Joanne Shamp, Council Member	aye

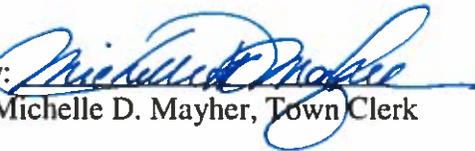
TOWN OF FORT MYERS BEACH

By: 
Dennis C. Boback, Mayor

Approved as to legal form:

ATTEST:

By: 
Peterson Law Group, Town Attorney

By: 
Michelle D. Mayher, Town Clerk

ADMINISTRATIVE CODE 3-001

PURPOSE/SCOPE:

The purpose of this Administrative Code is to set out the minimum submission requirements necessary to successfully complete the permitting process for single family and duplex dwellings, and accessory structures. It also sets out some of the basic requirements concerning the job site.

POLICY/PROCEDURE:

1. Three (3) copies of a site plan will be required with the building permit application showing:
 - a. Roof overhang as well as the basic structure outline
 - b. All easements (utility, drainage, access, etc.) affecting the property
 - c. Proposed placement of driveways
 - d. Location of any mechanical and or pool equipment including setback to property line
 - e. Existing and proposed elevation of all impervious surfaces
2. Three (3) copies of an engineered drainage plan depicting what method(s) being used to maintain rainfall on site in order to protect the neighboring properties. Including existing and proposed elevation of all impervious surfaces; the direction of waterflow; and, means of capture. If downspouts are used, identify the method and location of discharge. This provision applies to all permits which modifies the existing impervious area on site.
3. A survey in accordance with LDC Section 34-639
4. A letter from the water and sewer providers verifying availability of service for the site. Verifications must be submitted at time of permit application.
5. Building Plans must be signed and sealed by a Florida Licensed Architect or Engineer Registered in the State of Florida including compliance statements referencing the Florida Building Code, Fire Code, and National Electric Code. Plans must be submitted on standardized sheets and drawn to scale. The plans must include the following specific information:
 - a. Elevation for front, rear, right and left sides of the proposed structure
 - b. Foundation plan
 - c. Floor plan
 - d. Lateral breakdown (typical wall section from roofing through to foundation and NAVD 1988 Elevation)
 - e. Duplex must have a tenant separation wall of UL Design or equal rating
 - f. Location of electric and plumbing
 - g. Conventional roof framing layout or truss detail
 - h. Windows and garage doors product approval information
 - i. Energy calculations and cover sheet
 - j. Product approval documentation pursuant to Florida Building Code

6. The building permit application must be **complete** when it is submitted.
7. The building permit will be issued to the contactor holding the appropriate and valid Florida State license, or, Lee County Certificate of Competency. A copy of the license or certificate must be provided to the Town prior to issuance of a building permit along with proof of current Workers Compensation Insurance and General Liability Insurance coverage.
8. In the alternative, the permit may be issued to an owner/builder that has submitted a fully executed affidavit of self-use in conjunction with the building permit application. The owner/builder must comply with FS ch. 489 exemption for an owner/builder. The owner must appear in person to obtain the physical building permit. (Corporations and LLCs do not meet the requirements of an owner/builder).
9. Additional required subpermits (eg. electrical, plumbing, etc.), if necessary, will be obtained once the Building Permit has been issued.
10. Additional permits will be required for LP gas, lawn sprinkler system, pool, pool enclosure, fence, solar heating and interior fire sprinkler systems, if applicable.
11. After issuance of the building permit, and before footing inspection is requested, the job site must have sanitary facilities for workers and a trash container in place.
12. A foundation survey pursuant to LDC Sec 34-639 will be required once the foundation is in place, in addition to the requirements of the FBC for the foundation inspection. Construction work will not be approved to continue until the foundation survey is approved. The purpose of the foundation survey is to ensure the permitted structure is located as approved in the building permit.
13. Job site must maintain a silt fence during all phases of site prep and building construction.
14. Permits must be posted in plain view at the job site and protected from the weather.
15. All changes to the approved permit drawings must be submitted and approved prior to commencement of work.
16. Reinspection fees will be charged for all failed inspections. A reinspection fee is due and payable prior to any subsequent inspection being requested.
17. Buildings may not be occupied until the final inspection has been completed and a certificate of occupancy issued, at which time the power company will be notified to connect permanent power.