

Top Ten Reasons Why Permit Applications Would Require A Resubmittal:

- 1) The incorrect application was submitted for the scope of work. For example, an interior remodel application is for interior remodels only. If the scope of work for that permit includes both inside and outside work such as an interior remodel plus exterior siding, soffits, and/or roof work, a residential permit application is needed instead of an interior remodel application.
- 2) The Repair/Improvement Cost Form Owner and Contractor Affidavits and the regular Owner and Qualifier acknowledgements are not fully completed, signed, and included.
- 3) The applicant wishes to act as their own general contractor (as an owner builder) for the project but a completed and signed Owner Builder Disclosure Statement was not included with the permit application.
- 4) The application is not fully completed (e.g. missing scope of work, job value, strap # so the permitting desk can confirm the correct address, or square footage)
- 5) There are missing pages from the applications, or some pages are not completed with sufficient detail for the reviewers to ensure code compliance. Common examples are the Repair/Improvement Cost Form pages, or detailed scope of work.
- 6) The application is missing or has incomplete Florida Product approval numbers or Miami-Dade Notices of Acceptance (NOA's). Note that the entire approval number (including the value to the right of the decimal point) must be listed to determine if the actual proposed product is impact rated and code compliant (e.g. the number listed should be 239.4 instead of 239).
- 7) Exterior windows or doors are proposed which do not meet minimum design pressures or engineering is not included which demonstrates code compliance. There are three options for demonstrating window and door design pressure compliance—be sure to read the window/door/shutter application for more information.
- 8) The application instructions were not followed. For example, be sure to attach contractor quotes when entering values in the contractor column of the repair/improvement cost form.
- 9) There is no tax roll value letter or private appraisal showing the building's pre-damaged value. Note that multi-unit residential or non-residential buildings (e.g. condominium buildings) typically do not have tax roll value letters on the Lee County Property Appraiser's website (LEEPA.org) and will require a private appraisal to be included along with the permit application to provide the pre-damaged building valuation for "FEMA's 50% Rule."

- 10) The building is already compliant with the floodplain regulations, but a signed and sealed elevation certificate was not included with the permit application. If the building is already floodplain compliant (e.g. the first floor elevation is already elevated to above the required flood protection elevation (BFE+1'), there are flood vents installed for all enclosures below BFE+1', only flood-resistant materials are installed below BFE+1', and the free of obstruction rules are followed below BFE+1' such as breakaway walls, etc), be sure to include a signed and sealed elevation certificate with your permit application to show compliance.

Other topics discussed:

- 1) Notices of Commencement (NOC) must be recorded on the County public record through the Lee County Clerk of the Court. The Lee County Clerk of the Court is located at 2115 Second Street in Fort Myers, or 1039 SE 9th Place in Cape Coral. For more information, please visit <https://www.leeclerk.org/services/record-a-document>

For more information, see also question 21 at the Building Services FAQ.

- 2) Be sure to review the following resources prior to applying:

- **Building Services Frequently Asked Questions (FAQ):**

<https://www.fortmyersbeachfl.gov/Faq.aspx?TID=23>

- **"50% Rule" FAQs:**

<https://www.fortmyersbeachfl.gov/1254/FEMAs-50-Rule>

- **Building Services Resource Library:**

<https://www.fortmyersbeachfl.gov/1257/Resource-Library>

- 3) The Town of Fort Myers Beach has responsibilities as a participating community in the National Flood Insurance Program (NFIP). Participating communities must, at a minimum, regulate all development in the designated Special Flood Hazard Area (SFHA) in accordance with NFIP criteria and any applicable State and community floodplain management laws. All construction activity must be compliant with NFIP regulations, state building code, local ordinances, and the Fort Myers Beach Land Development Code (LDC) requires a permit for any development activity.
- 4) The Florida Building Code (FBC) requires an issued building permit prior to commencing construction.
- 5) Be sure to post the issued permit on the job site throughout construction in a weather protected condition, visible from the street, and ensure that the Town-reviewed plans are available for inspectors during scheduled inspections.