



# Commercial Building Permitting Guide and Application

This guide is intended to help you submit the required application and documents to receive a Town of Fort Myers beach building permit.

1. Permit Description
2. iWorQ Application Package (Electronic Submission)
3. Pay your fees
4. Understand the review process and track your application
5. Receive Your Permit
6. Request a final inspection
7. Obtain the Certificate of Compliance/ Completion or Certificate of Occupancy

## 1. Permit Description

A Commercial Building permit is required for commercial new construction, additions, alteration or remodeling. The Florida Building Code and the Town of Fort Myers Beach Land Development Code define permit requirements. Each commercial construction project may require multiple work activities and, therefore, may also require multiple permits.

All commercial permit applications require a state-licensed contractor, who is also registered with the Town of Fort Myers Beach.

The Commercial Application may be used for the following commercial construction projects:

**New Building-** new construction of a structure intended for commercial use, such as: Hotel/motel/resort, office/ financial/ professional services, parking structures, recreational structures, retail;

**Alteration to the Primary Structure-** Interior or exterior construction or renovation to an existing structure without adding square footage (for example- a tenant buildout);

**Addition to the Primary Structure-** extension or increase in floor area, number of stories, Hotel/motel/resort, office/ financial/ professional services, parking structures, recreational structures, retail, (Includes Remodeling);

**Accessory Structures-** includes awning/canopy, garage, deck, dumpster, gazebo, playground, pool enclosure, shed, and unenclosed structure (includes New, addition or remodel).

Refer to the links below for applicable codes, Ordinances and additional information:

- [Frequently Asked Questions](#)
- [Resource Library](#)

Need help? Contact us @ [Buildingpermits@fmbgov.com](mailto:Buildingpermits@fmbgov.com) with your detailed questions.



# Town of Fort Myers Beach

## Commercial Building/ Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Town of Fort Myers beach building permit.

### 2. iWorQ Application Package (Electronic Submission)

#### Applicants and Contacts

1. If a licensed contractor is providing service for this permit, they must provide the following to register with the Town:
  - Copy of State License
  - Worker’s Compensation Insurance/ Exemption
  - Proof of liability Insurance (made out to the Town of Fort Myers Beach)

Email to [contractorregistration@fmbgov.com](mailto:contractorregistration@fmbgov.com)

**iWorQ Steps-** All applicants are required to use iWorQ to electronically submit their application package. [Click here for required documents/and procedures](#)

1. Click on the [Request Portal](#), under the “Enter Citizen Request”, “click submit request”.
2. Enter the job address in **Project Address**
3. Click on **Project Type** and select **Commercial**.  
Provide the **property Information** (\*indicate required fields) to identify the property for which the application will be used.
4. Upload **ALL** applications, plans and supporting documents that are required in each permit request that you submit.
5. Click on the **Submit button**.

*Note: The system has a 25 MB limit per upload. If a file is too large, document must be separated into multiple uploads.*

#### PDF FILES ONLY

#### Name the files for what they are ( for example)

Separate Files	Combined Files
<p><b><u>Commercial</u></b></p> <ul style="list-style-type: none"> <li>• Survey</li> <li>• Site Plan</li> <li>• Drainage Plan</li> <li>• Architectural Plans- multipage file</li> <li>• Engineering Plans- multipage file</li> <li>• Structural Plans- multipage file</li> </ul>	<p>Application(s), Affidavits, Disclosure of Ownership Interest, Aerial photograph, Area location map</p>

**Notice:** Each permit application is subject to individual evaluation and may require additional reviews that may add time to the review process. There may be additional permits required from other governmental entities.



# Town of Fort Myers Beach

## Commercial Building/ Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Town of Fort Myers beach building permit.

### 3. Pay Your Fee(s)

All payment must be received prior to reviewing the application. Payments may be made through the [Permit Portal](#); or make a check out to the Town of Fort Myers Beach.

**iWorQ instructions:** Search for your permit number in the search bar and click search. Click on the permit number. Once in the permit record, scroll down and select the *Submit payment*.

### 4. Understand the Review Process and Track your Application

When the application package is first received, it is reviewed to determine that the general application is complete and that all required documents, signatures and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review.

#### Town of Fort Myers Review of Application Package

After payment is requested and received, the application will be assigned to multiple simultaneous reviews. The reviewers will check for compliance with the Land Development Code, Town Ordinances, and the Florida Building Code.

Applicants can use [iWorQ Permit Portal](#) at anytime to track the progress of the application.

**Fire district Contact Information-** If your application requires a Fire review, it will be completed by the Fort Myers Beach Fire Department. There is an additional fee that you must pay directly to them before they release their comments back to the Town.

Please contact them at 239-590-4210, Email [Prevention@FMBFire.org](mailto:Prevention@FMBFire.org)

#### Notice of Rejection

If corrections are required, a member of the Building Services Department will send a notice of rejection letter through iWorQ.

To correct plans:

- Submit all corrections together at one time with an appropriate response/ cover letter and plan documents showing where each corrected item can be found. Resubmittals will not be processed until all review comments are addressed. Email to [resubmittal@fmbgov.com](mailto:resubmittal@fmbgov.com) and include the permit number address in the subject line.

Any resubmittal after the 1<sup>st</sup> resubmittal will incur an additional fee. (\$60.00 per resubmittal)



# Town of Fort Myers Beach

## Commercial Building/ Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Town of Fort Myers beach building permit.

### Notice of Completeness

**Reviews Completed- Notification sent:** Staff completes a final review to determine any outstanding required documents and fees to be paid. An email will be sent from iWorQ to the applicant.

### 5. Receive Your Permit

Once approved, applicants will receive email notice directing them to access the [Permit Portal](#) to print their permit and Job Site copy.

### Prior to Beginning Site Work

If applicable, the following will be required prior to starting any site work:

- Surety [[10-125](#)]
- State and Federal permit(s)
- Right of Way permit

### 6. Request a final Inspection

Reference the issued permit for a list of the required inspections. All inspections must be scheduled through the iWorQ Permit Portal. An access code is required when you request inspections through the [Permit Portal](#). An access code has been emailed to the contractor at their email address on file. If you misplaced your access code please email [buildingpermits@fmbgov.com](mailto:buildingpermits@fmbgov.com)

Please note:

- *Time specific inspection appointments are not available at this time.*
- *Please be aware that inspections scheduled after 4PM will not be scheduled until the following business day.*
- *If you need to make changes to an existing inspection request, please email [inspections@fmbgov.com](mailto:inspections@fmbgov.com)*

#### Required on job site at time of inspection

- Inspection permit board
- Recorded Notice of Commencement (recorded through the Lee County Clerk of Courts office)
- Approved plans (Job Site Copy)
- Product Approvals or Notice of acceptance (NOA's)
- Threshold paperwork (if applicable)
- Private Provider info (if applicable)



# Town of Fort Myers Beach

## Commercial Building/ Permitting Guide

This guide is intended to help you submit the required application and documents to receive a Town of Fort Myers beach building permit.

### 7. Obtain the Certificate of Compliance/ Completion or Certificate of Occupancy

The basic review for Certificate of Occupancy/Compliance or Completion consists of the following:

1. All conditions met such as Termite Certificate, As-built Survey, etc
2. Passed final inspections for structural and sub permits.
3. Passed Fire inspections
4. Development Review site approval related to a Development Order or Limited Development Order. Contact the Planning Department by email [zoningpermits@fmbgov.com](mailto:zoningpermits@fmbgov.com)

If any of these of these items are missing, a condition is added (Outstanding Insp for CO/CC to the inspections, listing what must be submitted prior to issuance of a certificate.

**Please note:** These are basic requirements; your permit may require additional items depending on the scope of work.



# COMMERCIAL APPLICATION

**Job Information:**

Owner Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
 Owner Email: \_\_\_\_\_  
 Owner Mailing Address (if different): \_\_\_\_\_  
 STRAP #: \_\_\_\_\_  
 Job Address: \_\_\_\_\_ Fort Myers Beach, FL 33931 Lee County

**Contractor's Information:**

Contractor Business Name: \_\_\_\_\_ License #: \_\_\_\_\_  
 Qualifiers Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone# \_\_\_\_\_ Address: \_\_\_\_\_

**Scope of work:** \_\_\_\_\_

Estimated sqft: \_\_\_\_\_ Estimated cost value: \_\_\_\_\_ *\*if over \$5000 a NOC is required*  
 Are you using Private Provider services for Plan Review? YES  NO  Inspections? YES  NO   
 Construction Details Mastered? YES  NO  MASTER#: \_\_\_\_\_

**SELECT CONSTRUCTION TYPE**

NEW COMMERCIAL CONSTRUCTION  ADDITION/ALTERATION  FOUNDATION   
 ACCESSORY STRUCTURE/ MODULAR  REMODEL

**Type of lot:**  Vacant  Existing Home demolished Demo Permit# \_\_\_\_\_

**Building Data:**

Footprint under roof	Ft.	A/C Sq. Ft	Ft.	Bldg. Width	Ft.
Total Sq. Ft under roof	Ft.	Bldg. Depth	Ft.	Bldg. Height	Ft.
Number of Bedrooms: _____		Number of Bathrooms: _____		Number of Floors: _____	

**Sub Information:**

Elect. Amps: _____	Plumbing: No <input type="checkbox"/> Yes <input type="checkbox"/>
A/C Duct Only: No <input type="checkbox"/> Yes <input type="checkbox"/>	A/C: _____ Seer: _____ KW: _____ Tons: _____
Roof Type: _____ Roof Squares: _____	F. Sprinklers / F. Alarm / Monitor: Yes <input type="checkbox"/> No <input type="checkbox"/>
Original Sq. Ft under roof: _____	
LPG / Natural Gas: Yes <input type="checkbox"/> No <input type="checkbox"/>	Shutters: Yes <input type="checkbox"/> No <input type="checkbox"/> Impact windows: Yes <input type="checkbox"/> No <input type="checkbox"/>

**Your Business tax id requires a separate zoning review when a new business, change of use, or an increase of intensity occurs.**

**TURTLE GLASS:** Comply with the Town's Sea Turtle Conservation Ordinance. All glass windows, walls, railings, and doors on the seaward and shore-perpendicular sides included in any new construction,



# DETAILED SCOPE OF WORK WORKSHEET

(Information required with application. Use of this worksheet is optional.)

Provide a detailed description below of any and all work being proposed. Show work location (#1-13) on site plan.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)



# SITE PLAN WORKSHEET

Making changes to existing floor plan or layout?  No  Yes. If yes, an existing floor plan and a proposed floor plan must be depicted below indicating all proposed layout changes.

## ORIGINAL FLOOR PLAN

## PROPOSED FLOOR PLAN (IF DIFFERENT THAN ORIGINAL)

# EXTERIOR WINDOWS or DOORS WORKSHEET

EXPOSURE CATEGORY: D				WIND ZONE: 160MPH			
	Product Approval	NOA or Product Approval #	Expiration Date	Impact (Required if no shutters)	SHGC	Design Pressures (from manuf. specs) Positive Negative	Turtle Glass Required
1.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	<input type="checkbox"/> FL# or <input type="checkbox"/> NOA			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

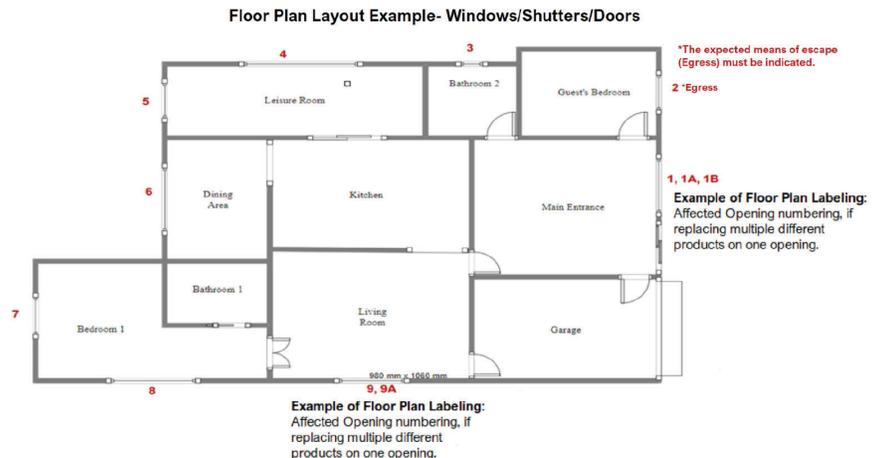
Note: SHGC value must be less than or equal to .25.

**Design pressure compliance with Florida Building Code--Select ONE of the following:**

- 1. All units exceed minimum pressures for 160 mph wind, exposure D, from FBC-R s. 301, shown in table below.
- 2. I am including site-specific engineering digitally-signed and sealed by a Florida state-registered Design Professional which shows the required design pressures for each fenestration.
- 3. I am including individual design pressure calculations from an approved Wind Load Calculator based on ASCE 7-16 (e.g., WindLoad Calc, 4 Winds, etc.)

Minimum Calculated Design Pressures (FBC-R301.2(2) & R301.2(3))	160 Wind Exp B	160 Wind Exp C	160 Wind Exp D
Mean roof height of structure < 30'	27.6	38.6	45.8
	-37.0	-51.8	-61.4
Mean roof height of structure 30'-45'	30.9	42.2	49.1
	-41.4	-56.6	-65.9
Mean roof height of structure 45'-60'	33.7	44.7	51.6
	-45.1	-59.9	-69.2

If you will not be meeting the Minimum Calculated Design Pressures from the table above, you must provide individual design pressure calculations from an approved Wind Load Calculator based on ASCE 7-16 (e.g., WindLoad Calc, 4 Winds, etc.) or site-specific engineering digitally-signed and sealed by a Florida state-registered Design Professional which shows the required design pressures for each fenestration opening on your building.





# Qualifier Acknowledgement

This page is required for ALL Building Permit Applications

## ACKNOWLEDGEMENT OF TOWN OF FORT MYERS BEACH REGULATIONS BY THE **QUALIFIER**

**NOTICE OF ADDITIONAL RESTRICTIONS:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that maybe found in the public records of this County, and there may be additional permits required from other governmental entities such as the Water Management District, State agencies, or Federal agencies. I acknowledge that any demolition or renovation of an existing structure must comply with Florida Statutes s. 469.003, Florida Building Code, and any other relevant regulations, including state and federal law. I understand that I am responsible for notifying the Department of Environmental Protection in advance of any intentions to remove asbestos, when applicable, in accordance with state and federal law.

**WARNING OF WORK IN THE 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 the Building Department.

**INSPECTIONS:** This permit is void if the first inspection is not made within six (6) months from the date issued or if no inspection has been made for a period of six (6) months from the most recently passed inspection. The permit is void if the zoning classification is violated. Applicant agrees to comply with the sanitary regulations and understands that the proposed structure may not be used or occupied until an approved certificate of occupancy is issued. Applicant further understands that failure to obtain permit or misrepresentation of the improvements is a misdemeanor and upon conviction, applicant can be punished as provided by the law. Failure to comply with the mechanics lien law can result in the property owner paying twice for improvements

**NOTICE OF CLEARING RESTRICTIONS:** Issuance of a Demolition Permit for a structure does not authorize removal of vegetation beyond the footprint of the structure. A Demo Permit is not a clearing permit.

**WORK IN THE SPECIAL FLOOD HAZARD AREA:** Be advised that Substantial Damage/Substantial Improvement requirements will apply to structures located in the Special Flood Hazard Area with Finished Floor Elevations below the Base Flood Elevation.

**CERTIFICATION:** Application is hereby made to obtain a permit to do the work and installations as indicated. I, **THE QUALIFIER**, certify that I have not performed any work or installation prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The permit application or approved permit expires if work is not commenced within 180 days from the date of issuance. I, **THE QUALIFIER** understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit application, I, **THE QUALIFIER**, agree that I have been retained by the property owner to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Building Plan Review and Inspection Division should I no longer be **THE QUALIFIER** responsible for providing said contracting services. I, **THE QUALIFIER**, agree that I understand the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances.

**NOTICE OF COMMENCEMENT INFORMATION** 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 Repairs or Replacements a notice of commencement is required for improvements more than or equal to \$15,000. 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 as 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. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**Job Street Address:** \_\_\_\_\_

I, \_\_\_\_\_ (Qualifier), hereby certify that all answers to the questions in this registration and any supplementary information attached to and made part of this registration is honest and true.

\_\_\_\_\_  
Typed or printed name of Qualifier

\_\_\_\_\_  
Signature of Qualifier

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_\_ physical presence OR \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ who has produced \_\_\_\_\_ as identification.

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

Town of Fort Myers Beach (seal)  
2525 Estero Blvd. Fort Myers Beach, FL 33931  
Phone # (239) 765 -0202  
[Buildingpermits@fmbgov.com](mailto:Buildingpermits@fmbgov.com)

Rev 02-06-24  
Guidelines subject to  
change without notice.



# Owner Acknowledgement

This page is required for ALL Building Permit Applications

## ACKNOWLEDGEMENT OF TOWN OF FORT MYERS BEACH REGULATIONS BY **OWNER OR AUTHORIZED AGENT OF OWNER**

**NOTICE OF ADDITIONAL RESTRICTIONS:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that maybe found in the public records of this County, and there may be additional permits required from other governmental entities such as the Water Management District, State agencies, or Federal agencies. I acknowledge that any demolition or renovation of an existing structure must comply with Florida Statutes s. 469.003, Florida Building Code, and any other relevant regulations, including state and federal law. I understand that I am responsible for notifying the Department of Environmental Protection in advance of any intentions to remove asbestos, when applicable, in accordance with state and federal law.

**WARNING OF WORK IN THE 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 the Building Department.

**INSPECTIONS:** This permit is void if the first inspection is not made within six (6) months from the date issued or if no inspection has been made for a period of six (6) months from the most recently passed inspection. The permit is void if the zoning classification is violated. Applicant agrees to comply with the sanitary regulations and understands that the proposed structure may not be used or occupied until an approved certificate of occupancy is issued. Applicant further understands that failure to obtain permit or misrepresentation of the improvements is a misdemeanor and upon conviction, applicant can be punished as provided by the law. Failure to comply with the mechanics lien law can result in the property owner paying twice for improvements

**NOTICE OF CLEARING RESTRICTIONS:** Issuance of a Demolition Permit for a structure does not authorize removal of vegetation beyond the footprint of the structure. A Demo Permit is not a clearing permit.

**WORK IN THE SPECIAL FLOOD HAZARD AREA:** Be advised that Substantial Damage/Substantial Improvement requirements will apply to structures located in the Special Flood Hazard Area with Finished Floor Elevations below the Base Flood Elevation.

**CERTIFICATION:** Application is hereby made to obtain a permit to do the work and installations as indicated. I, **THE OWNER OR AUTHORIZED AGENT OF OWNER**, certify that I have not performed any work or installation prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The permit application or approved permit expires if work is not commenced within 180 days from the date of issuance. I, **THE OWNER OR AUTHORIZED AGENT OF OWNER** understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit application, I, **THE OWNER OR AUTHORIZED AGENT OF OWNER**, agree that I have been retained by the property owner to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Building Plan Review and Inspection Division should I no longer be **THE OWNER OR AUTHORIZED AGENT OF OWNER** responsible for providing said contracting services. I, **THE OWNER OR AUTHORIZED AGENT OF OWNER**, agree that I understand the review and issuing of this permit does not exempt me from complying with all State and local County Codes and Ordinances.

**NOTICE OF COMMENCEMENT INFORMATION** 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 Repairs or Replacements a notice of commencement is required for improvements more than or equal to \$15,000. 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 as 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. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

Job Street Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or printed name of Property Owner

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_\_ physical presence  
OR \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_,  
\_\_\_\_\_ who is personally known to me OR \_\_\_\_\_ who has produced \_\_\_\_\_ as identification.

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

(seal)

**If An Owner Agent is Being Named, Please complete below**

I, \_\_\_\_\_ (Property Owner), hereby certify that  
\_\_\_\_\_ is my authorized AUTHORIZED AGENT/representative of the property  
described herein. All answers to the questions in this registration and any supplementary information attached  
to and made part of this registration is honest and true.



## REPAIR/IMPROVEMENT COST FORM

### NOTICE TO PROPERTY OWNERS

Rebuilding your Home after the storm?

Adding on, renovating, or remodeling your home?

Here's information you need to know about the "50% Rule".

**What is the FEMA 50% rule?** The Town of Fort Myers Beach participates in the National Flood Insurance Program (NFIP) making affordable flood insurance available for structures within its jurisdiction through FEMA. The FEMA 50% Rule is a requirement for participation in this program. It limits the cost of improvements (additions, alterations, and/or repairs) to non-conforming structures to less than 50% of the "Market Value" of the structure prior to the start of work. If your home or business is below the FEMA required flood elevation, the Town of Fort Myers Beach has flood damage prevention regulations that will affect remodeling, renovations or additions to buildings.

**What is a 'non-conforming structure'?** FEMA identifies areas that are at higher risk for periodic flooding and determines the minimum lowest floor elevation for structures in these areas. Existing structures built prior to 1984 that have the lowest finished floor below the required elevation are non-conforming.

**How is 'market value' determined?** The Town of Fort Myers Beach will use the assessed value of your structure recorded by the Lee County Property Appraiser's Office. Only the value of the structure is pertinent, the value of the site improvements such as pools, accessory structures, fences, landscaping, docks, etc. are not included. If you disagree with the Property Appraiser's valuation of the structure, you may engage a State of Florida licensed property appraiser to submit a comparable property appraisal for the current market value of the structure. The appraised value of the structure less the value of all forms of depreciation is the 'market value'.

**When do I need to submit a Repair/Improvement Cost Form?** When a structure is non-conforming per FEMA guidelines, the following Repair/Improvement Cost Form including owner's affidavit, contractor's affidavit, worksheet and supporting documents would be submitted with the permit application.

**What if the cost of improvement or repair exceeds 50% of the market value?** If a building is 'substantially damaged' or 'substantially improved', it must be brought into compliance with the Town of Fort Myer's Beach floodplain regulations, which may include elevating the building to or above the 100 year flood elevation. Likewise, all electrical and mechanical equipment, bathrooms, and laundry rooms would need to be elevated. Only parking, building access and storage is allowed below the flood level.

**Substantial Damage** means damage of any origin sustained by a structure whereby the cost of restoring the structure to it's before damage condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. *(Note: The cost of the repairs must include all costs necessary to fully repair the structure to its "before damage" condition.)*

**Substantial Improvement** means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the 'start of construction' of the improvement.

**Who can I contact for more information?** For answers to any questions regarding the Town's Floodplain Regulations or elevation certificates, contact the Community Development Department at (239) 765-0202 or [buildingpermits@fmbgov.com](mailto:buildingpermits@fmbgov.com).



# REPAIR/IMPROVEMENT COST FOM

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ STRAP #: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Construction Value: \_\_\_\_\_

## OWNER'S AFFIDAVIT

I hereby attest that the description included in the permit application for the work on the existing building that is located at the property identified above is all of the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement. I further attest that I requested the above-identified contractor to prepare a cost estimate for all of the work, including the contractor's overhead and profit. I acknowledge that if, during the course of construction, I decide to add more work or to modify the work described, that the Town of Fort Myers Beach will re-evaluate its comparison of the cost of work to the market value of the building to determine if the work is substantial improvement. Such re-evaluation may require revision of the permit and may subject the property to additional requirements.

I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

I, \_\_\_\_\_ (Property Owner), hereby certify that \_\_\_\_\_ is my authorized agent/representative of the property described herein. All answers to the questions in this registration and any supplementary information attached to and made part of this registration is honest and true.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or printed name of Property Owner

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was certified and subscribed before me by means of \_\_ physical presence

OR online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_,  who is

personally known to me OR  who has produced \_\_\_\_\_ as identification.

(seal)

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





## REPAIR/IMPROVEMENT COST FORM

Job Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ STRAP #: \_\_\_\_\_

This cost estimate of reconstruction/improvement must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost as the current market value for any work they intend to perform, including construction supervision costs.

	Sub-Contractor Bids Bid Amounts	or	Contractor Or Owner Estimates	
			Material Costs	Labor Costs
1. Masonry / Concrete				
2. Carpentry Material (rough)				
3. Combined Labor				
4. Roofing				
5. Insulation and Weather-strip				
6. Exterior Finish (Stucco)				
7. Doors, Windows & Shutters				
8. Lumber Finish / Trim Carpentry				
9. Hardware				
10. Drywall				
11. Cabinets & Countertops (Built-in)				
12. Floor Covering				
13. Plumbing				
14. Shower / Tub / Toilet				
15. Electrical & Light Fixtures				
16. Concrete				
17. Built-in Appliances				
18. HVAC				
19. Paint				
20. Demolition & Removal				
21. Overhead and Profit				
22. Other:				
<b>Subtotals</b>	0		0	0
<b>Total Estimate Cost (all three subtotals added together)</b>				0

- A. A copy of the signed construction contract must be attached to this form.
- B. Subcontractor bids may be used for any item of material and/or labor cost breakdown.
- C. Cost backup must be provided for every line item entry.
- D. If any amounts appear in the "Sub-Contractor" column, a copy of **each signed and dated bid must accompany this form.** For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate sheet that references the line number.



# COST BACKUP WORKSHEET (FOR REPAIR/IMPROVEMENT COST FORM)

PROJECT ADDRESS:

	CATEGORY	DESCRIPTION OF WORK	# of UNITS	UNIT MATERIAL COST	MATERIAL COST	# of LABOR HOURS	Labor Rate/hr (minimum \$17.25/hr)	LABOR COST	SUBTOTAL
1	Masonry / Concrete								
2	Carpentry Material (rough)								
3	Combined Labor								
4	Roofing								
5	Insulation and Weatherstripping								
6	Exterior Finish (e.g. stucco)								
7	Doors, Windows & Shutters								
8	Lumber Finish / Trim Carpentry								
9	Hardware								
10	Drywall								
11	Cabinets & Countertops								
12	Floor Coverings								
13	Plumbing (general, water/DWV systems)								
14	Plumbing fixtures (Shower / Tub / Toilet)								
15	Electrical and Light Fixtures								
16	Concrete								
17	Built-in Appliances								
18	HVAC / Mechanical								
19	Paint								
20	Demolition & Removal								
21	Overhead & Profit								
22	Other:								
<b>TOTAL:</b>									



## REPAIR/IMPROVEMENT COST FORM

### ITEMS TO BE INCLUDED

Items that must be included in the cost of improvement or cost to repair are those that are directly associated with the building. The following list of costs that must be included is not intended to be exhaustive, but characterizes the types of costs that must be included:

Structural Elements	Interior Finishes	Utility and Service Equipment
<ul style="list-style-type: none"> <li>▪ Foundations (e.g., spread or continuous foundation footings, perimeter walls, pilings, columns, posts, etc.)</li> <li>▪ Monolithic or other types of concrete slabs</li> <li>▪ Bearing walls, tie beams and trusses</li> <li>▪ Joists, beams, subflooring, framing, and ceilings</li> <li>▪ Wood or reinforced concrete decking or roofing</li> <li>▪ Floors and ceilings</li> <li>▪ <b>Attached</b> decks and porches</li> <li>▪ Interior partition walls</li> <li>▪ Exterior wall finishes (e.g., brick, stucco or siding) including painting, decorative moldings and trim</li> <li>▪ Windows and exterior doors</li> <li>▪ Re-shingling or re-tiling a roof</li> <li>▪ Roofing, gutters and downspouts</li> <li>▪ Hardware</li> </ul>	<ul style="list-style-type: none"> <li>▪ Floor finishes (e.g., hardwood, ceramic, vinyl, linoleum, stone and wall-to-wall carpet over subflooring)</li> <li>▪ Bathroom tiling and fixtures</li> <li>▪ Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)</li> <li>▪ Kitchen, utility and bathroom cabinets</li> <li>▪ Built-in cabinets and bookcases (e.g., kitchen, utility, entertainment, storage and bathroom)</li> <li>▪ Interior doors</li> <li>▪ Interior finish carpentry</li> <li>▪ Hardware</li> <li>▪ Insulation</li> </ul>	<ul style="list-style-type: none"> <li>▪ HVAC equipment</li> <li>▪ Plumbing fixtures and piping</li> <li>▪ Electrical wiring, outlets and switches</li> <li>▪ Light fixtures and ceiling fans</li> <li>▪ Security systems</li> <li>▪ Built-in appliances</li> <li>▪ Central vacuum systems</li> <li>▪ Water filtration, conditioning and recirculation systems</li> </ul>
		<p><b>Other/Miscellaneous</b></p> <ul style="list-style-type: none"> <li>▪ Labor and other costs associated with demolishing, removing or altering building components</li> <li>▪ Overhead and profit</li> <li>▪ Include estimates of donated or discounted materials and owner/volunteered labor (Labor must include at fair market rate even if the work is done by the owner or otherwise freely donated)</li> <li>▪ Construction management and supervision</li> </ul>

### ITEMS TO BE EXCLUDED

Items that can be excluded are those that are not directly associated with the building. The following list characterizes the types of costs that may be excluded:

Permit and Site Preparation	Outside Improvements
<ul style="list-style-type: none"> <li>▪ Costs to obtain/prepare plans and specifications</li> <li>▪ Land survey costs</li> <li>▪ Permit fees and inspection fees</li> <li>▪ Debris removal (e.g., removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees)</li> <li>▪ Cleanup (e.g., dirt/mud removal, building dry-out, etc.)</li> <li>▪ Items not considered real property such as: throw rugs (carpeting over finished floors), furniture, refrigerators, appliances which are not built in, etc.</li> <li>▪ Costs to temporarily stabilize a building so that it is safe to enter to evaluate required repairs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Landscaping &amp; Irrigation Systems</li> <li>▪ Sidewalks and patios</li> <li>▪ Fences</li> <li>▪ Yard Lights</li> <li>▪ Swimming Pool/Spa</li> <li>▪ Screened Pool Enclosures</li> <li>▪ <b>Detached</b> Accessory Structures, including:               <ul style="list-style-type: none"> <li>○ Detached Garages</li> <li>○ Detached decks</li> <li>○ Sheds</li> <li>○ Gazebos</li> </ul> </li> <li>▪ Docks, Davits and Seawalls</li> <li>▪ Driveways</li> </ul>



# COMMERCIAL APPLICATION

An electronic set of plans consisting of the following in PDF format must be included with the application:

- |   |   |
|---|---|
| <input type="checkbox"/> Boundary/drainage Survey       | <input type="checkbox"/> Truss layouts and design loads |
| <input type="checkbox"/> Structural                     | <input type="checkbox"/> Landscaping                    |
| <input type="checkbox"/> Architectural                  | <input type="checkbox"/> Energy calculations            |
| <input type="checkbox"/> Electrical/Mechanical/Plumbing |   |
| <input type="checkbox"/> Variances or DEP Approval      |   |

## Regulations and information

1. Town of Fort Myers Beach is regulated by the Florida Building Code 8<sup>th</sup> Edition (2023). For more information about the code or to purchase the code, visit [www.floridabuilding.org](http://www.floridabuilding.org).
2. To be an owner builder you must maintain the home as your primary residence for a minimum of one year after CO. You must be present for the permitting process, the construction process, the inspection process, and at CO.
  - a. Properties in a Trust or LLC cannot submit owner builder permits.
3. Plans for structural components must be designed, signed and sealed by a Florida State Certified Design Professional.
4. If this site is located in a Special Flood Hazard Area, the finished floor elevation must meet the required Design Flood Elevation. An elevation certificate must be submitted after the lowest floor of the building is in place and prior to further vertical construction.
5. All materials used below the required base flood elevation must be flood resistant (FEMA TB-2).
6. Structures built seaward of the Coastal Construction Control Line (CCCL) may have high elevation requirements as per FDEP 100-yr Flood elevation.
7. If removing protected trees or vegetation, it is required to submit a vegetation permit application.
8. Dumpster enclosure location is required to be noted on site plan.
9. Spot Survey is required within 10 days after the approved slab inspection, as-built Survey before CO.
10. Building under Construction Elevation Certificate is required with the spot survey, Final Elevation Certificate before CO.
11. Temporary Power inspection will allow the power to be turned on, with the understanding that the areas under construction will not be occupied until a Certificate of Occupation or a Certificate of Completion is issued.
12. It is the contractor's responsibility to contact the Building Department when all final inspections are complete and obtain a Certificate of Occupancy or a Certificate of Completion.
13. TURTLE GLASS: Comply with the Town's Sea Turtle Conservation Ordinance. All glass windows, walls, railings, and doors on the seaward and shore-perpendicular sides included in any new construction and alteration, or window replacement shall utilize glass with an inside to outside light transmittance value of 45 percent or less.

**Per Chapter 34. Article IV. Division 20 Lighting Standards Code**, the applicant for any development order or building permit involving exterior lighting fixtures, must submit as part of the application evidence that the proposed work will comply with the outdoor lighting standards of the Lighting Standards Code. Fully shielded, full cutoff luminaires with recessed bulbs and flat lenses are the only



## COMMERCIAL APPLICATION

permitted fixtures for outdoor lighting. Additional exterior lighting is not authorized unless specifically excepted in the Town's code.

**Specifically, the submission must include the following:**

- (1) Plans indicating the location on the premises and the type of illuminating devices, fixtures, lamps, supports, reflectors, and other devices.
- (2) A detailed description of the illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description must include manufacturer's catalogue cuts and drawings, including pictures, sections, and proposed wattages for each fixture.
- (3) All applications for development orders or building permits, except for single-family and two-family building permits, must provide photometric data, such as that furnished by the manufacturer of the proposed illuminating devices, showing the angle of cutoff and other characteristics of the light emissions including references to the standards contained herein.
- (4) All applications for development orders or building permits, except for single-family and two-family building permits, must provide photometrics in initial footcandles output for all proposed and existing fixtures on-site shown on a 20-foot by 20-foot grid on an appropriately scaled plan. On-site lighting to be included in the calculations must include, but is not limited to, lighting for parking lot, canopies, and building-mounted and recessed lighting along the building facades and overhangs. The photometric plan must include a table showing the average, minimum, and maximum footcandles of illumination on the site and within 50 feet of the site and the calculations deriving the averages. Evidence must be provided demonstrating that the proposed lighting plan will comply with the requirements of this code. The use of a light loss factor (LLF) is not permitted in these photometrics. This photometric plan must be coordinated with the landscape plan to identify the location of trees and other landscaping features with respect to the lighting devices. Rejection or acceptance of the photometric plan will be based on the Lighting Standards Code.

**Per Sea Turtle Conservation Ordinance 21-03:**

Prior to issuance of a development order and/or building permits for **all new structures, new construction, and improvements to existing structures seaward of the Coastal Construction Control Line as defined by F.S. § 161.053**, a town approved lighting plan meeting the provisions of the Sea Turtle Conservation Ordinance 21-03 and LDC Chapter 34. Article IV. Division 20. - Lighting Standards is required.

Prior to issuance of a development order and/or building permits for **all multifamily, commercial, and industrial new structures, new construction, and improvements to existing structures landward of the Coastal Construction Control Line as defined by F.S. §161.053**, a town approved lighting plan meeting the provisions of this article and Chapter 34. Article IV. Division 20. - Lighting Standards is required.

**Lighting plan** means plan view and cross section drawings describing location, number, wattage, wavelength, elevation, orientation, fixture cut sheets, and all types of proposed exterior artificial light sources, including, but not limited to, artificial lighting affixed to permanent structures, outdoor lighting, pool lighting, and internally or externally lighted signs.



## COMMERCIAL APPLICATION

**Long wavelength** means a luminaire emitting light wavelengths of 560 nanometers or greater and absent wavelengths below 560 nanometers. Lamps that meet the definition of long wavelength through the use of filters, gels, or lenses are not permitted.

**Fully shielded** means a lighting fixture constructed in such a manner that the glowing elements, lamps, globes, or reflectors of the fixture are completely covered by an opaque material to prevent them from being directly visible from the beach. Any structural part of the light fixture providing this shielding must be permanently affixed.

Full cutoff means that a light fixture in its installed position does not emit any light, either directly or by reflection or diffusion, above a horizontal plane running through the lowest light-emitting part of the fixture. Additionally, the fixture in its installed position does not emit more than ten percent of its total light output in the zone between:

- (1) The horizontal plane through the lowest light-emitting part of the fixture, and
- (2) Ten degrees below the horizontal plane (80 degrees above the vertical plane).

**Prior to the final inspection** for a certificate of compliance pursuant to § 10-183 of the Town's LDC, site-verified footcandle readings must be provided demonstrating that the outdoor lighting, as installed, conforms with the proposed photometrics and the letter of substantial compliance provided by a registered professional engineer must include a certification that the outdoor lighting is in compliance with this code. **If any outdoor light fixture or the type of light source therein is changed after the permit or development order has been issued**, a change request or development order amendment must be submitted for approval together with adequate information to assure compliance with this code. This request or amendment must be approved prior to the installation of the proposed change.



# NOTICE OF COMMENCEMENT

Permit No. \_\_\_\_\_  
Tax Folio No. \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in the Notice of Commencement.

1. **Description of property:** (legal description of property and street address if available).

2. **General description of improvement:**

3. **Owner information:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Interest in property \_\_\_\_\_  
Name and address of fee simple titleholder (if other than Owner) \_\_\_\_\_

4. **Contractor:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

5. **Surety:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Amount of bond: \$ \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

6. **Lender:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

7. **Persons within the State of Florida designated by Owner** upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

8. **In addition to himself or herself, Owner designates** the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

9. **Expiration date of notice of commencement** (the expiration date is 1 year from date of recording unless a different date is specified) \_\_\_\_\_

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENT UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY, A NOTICE OF COMMENCEMENT MUST BY RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Office/Director/Partner/Manager) (Signatory's Title/Office)

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was certified and subscribed before me by means of \_\_\_\_ physical presence OR \_\_\_\_ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_\_\_ who is personally known to me OR \_\_\_\_ who has produced \_\_\_\_\_ as identification.

(SEAL)

Notary Public Signature