



DOCK & SHORE APPLICATION

ARTIFICIAL CANAL

NATURAL WATERBODY

Property Owner: _____ STRAP#: _____

Owner Email: _____ Owner Phone: _____

Job Address: _____

Contractor: _____ License #: _____

Contractor Address: _____

Contact Person: _____ Email: _____

Contractor Phone: _____ Fax: _____ Construction Value: _____

Job Description: _____

Permit Requested:

Boat House /Canopy _____ Square Ft

(Note: Engineered drawing to be submitted)

Boat RAMP _____ Square Ft

Boatlift _____ weight/load

Dock _____ Square Ft

Dock w/ Boat Lift _____ Square Ft

Existing Slips: _____ Qty

Proposed Slips: _____ Qty

Dredging _____ Square Ft

Dune Walkover _____ Square Ft

Fishing Pier _____ Square Ft

Retaining Wall _____ Linear Ft

Rip Rap _____ Linear Ft

Seawall _____ Linear Ft

Wetland Boardwalk _____ Square Ft

Concrete Reef Structures _____ Size/ #

Additional activities or requested sub-permits (check all that apply):

Electrical

Piling

Roof

Vegetation Removal

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

ADDITIONAL INFORMATION / SUBMITTAL REQUIREMENTS:

- 1) Completed application
- 2) [Notice of Commencement](#) (If applicable)
- 3) [Owner Builder Disclosure Statement](#) (If applicable)
- 4) [Building Permit Addendum](#) (If applicable)
- 5) SITE PLAN dimensioned and scaled showing:
 - a) Property dimensions/lines
 - b) Setbacks and Easements dimensioned
 - c) Width of the Navigable Channel dimensioned
 - d) Location, size and type of any other EXISTING docks, lifts, seawalls, etc.
 - e) Location, size and type of PROPOSED work
- 6) CONSTRUCTION DRAWINGS dimensioned and scaled showing:
 - a) Foundation/Footer details
 - b) Construction material and design
- 7) [Florida DEP](#) Approval Letter (If applicable)
- 8) For construction or repair of a seawall, provide a vegetation plan and statement involving trees and vegetation that might be affected during work. A separate permit will be necessary for the removal of any protected trees.



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

ORIGINAL SITE LAYOUT

PROPOSED SITE LAYOUT



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)
6231 Estero Blvd. Fort Myers Beach, FL 33931
Phone # (239) 765 -0202
Buildingpermits@fmbgov.com

Rev 11/25/25
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**

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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.



DOCK & SHORE APPLICATION

Regulations and information

1. Town of Fort Myers Beach is regulated by the Florida Building Code 8th Edition (2023). For more information about the code or to purchase the code, visit 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 corporation, trust, or LLC cannot submit owner builder permits.
3. A Florida certified design professional must sign and seal all plans for structural components.
4. 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.
5. If removing protected trees or vegetation, it is required to submit a vegetation permit application.



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