



RESIDENTIAL ROW & DRIVEWAY APPLICATION

Property Owner: _____ STRAP: _____
 Owner email: _____
 Job Address: _____
 Contractor: _____ Applicant/Contact Name: _____
 Contractor Address: _____
 License #: _____ Phone: _____ Email: _____
 Estimated Job Value: _____ Estimated Sq Ft: _____
 Job Description/Scope of Work: _____

If the work is being performed in conjunction with another project, list the permit number: _____

Type of Permit:

- Single Driveway
- Double Driveway
- Re-surface. (Please indicate material) Change from _____ to _____

Square footage of site work: _____ Impervious Surface Ratio %: _____

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

- Survey showing existing conditions.
- *Site plan and/or Lot drainage plan**: Sec. 6-14. Neighborhood flooding. (Include total site area, existing & proposed impervious area, grading and drainage changes)
- Erosion Control Plan, if applicable
- Impervious surface calculation sheet: if impervious surface is less than 500 square feet.
- Waiver of submittal requirements form- If there is no change or replacement of material and elevations are the same, a

Waiver of survey requirements can be submitted to the director.

***Please note, increase on impervious surface will require compliance with onsite stormwater drainage regulations.

Technical Specification Manual for existing swale within the right of way

- Is the swale 7inches or less? INDEX NO: 401.00
 Is the swale 7inches and greater? INDEX NO: 401.02 or 401.01

Inspections Required

751- Driveway Final- This inspection involves location/ material and basic plan compliance.

751- As-Built Survey & Engineer's Letter to be submitted to the Town of Fort Myers Beach (required per Ordinance 20-15 Sec. 34-639) A construction in compliance with plans letter may be required from the design engineer if applicable.

***Please note, an increase of impervious surface by 500 square feet or more, an As-Built Survey inspection shall be performed by the developer's engineer or designated representative. The Engineer shall submit a signed and sealed letter of substantial compliance to the Director along with a final inspection request.

Regulations and information

1. If working beyond the Driveway, please submit a Site Application. Ex. walkways, sidewalks, etc.
2. 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.
3. If removing protected trees or vegetation, it is required to submit a vegetation permit application
4. Sec. 6-442 Proposed development needs to be approved by the floodplain administrator.



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 _____

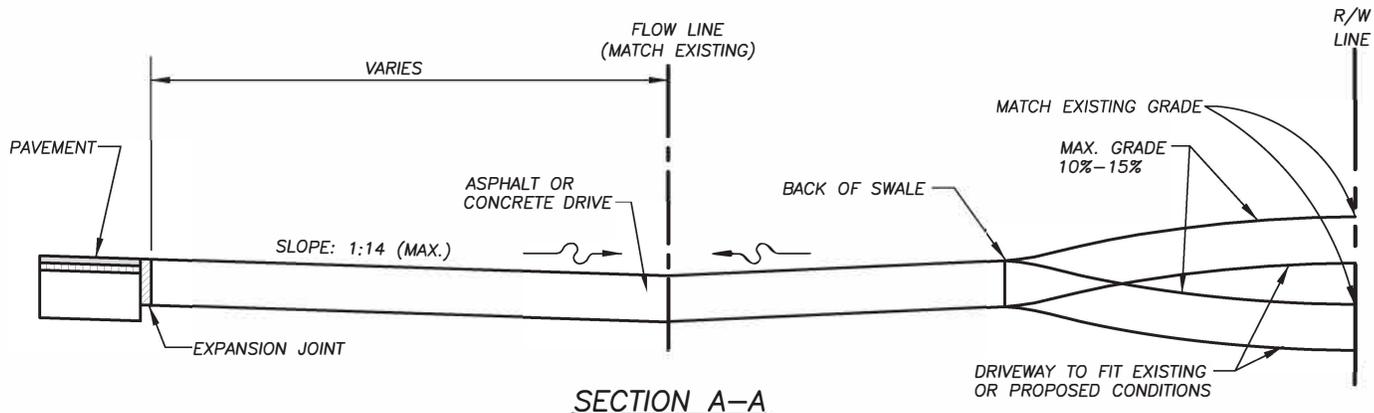
The foregoing instrument was certified and subscribed before me by means of _____ physical presence
OR _____ online notarization, this _____ day of _____, 20____, by _____,
_____ who is personally known to me OR _____ who has produced _____ as identification.

Notary Public Signature

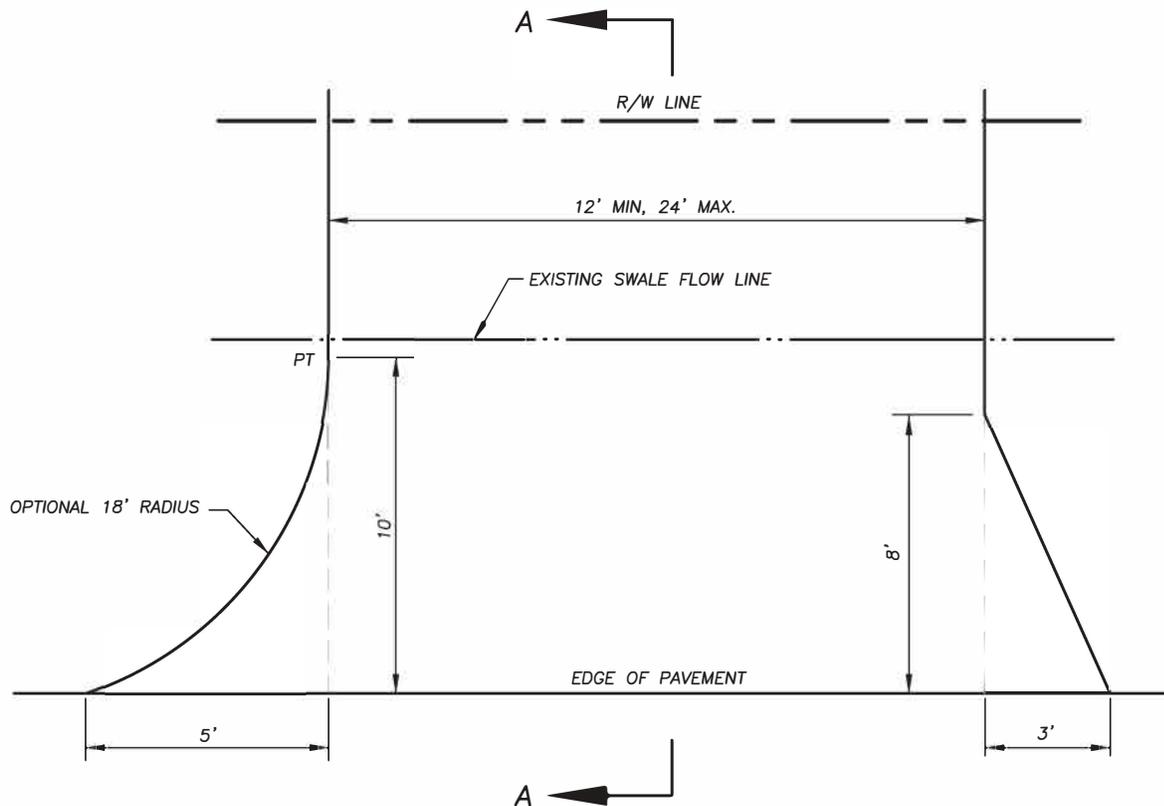
(seal)

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.



SECTION A-A



PLAN

NOTES:

1. CONSTRUCTION SHALL BE IN ACCORDANCE WITH TYPICAL SECTION FOR LIGHT TRAFFIC, TYPICAL SECTION FOR CONCRETE DRIVEWAY OR BETTER FROM EDGE OF PAVEMENT TO RIGHT-OF-WAY LINE.
2. DRIVEWAYS ADJACENT TO NON-PAVED ROADS MAY BE CONSTRUCTED USING TYPICAL SECTION FOR LIGHT TRAFFIC.
3. SILT FENCE OR HAY BALES SHALL BE PLACED ON BOTH SIDES OF THE PROPOSED CULVERT OR DRIVEWAY FROM EDGE OF EXISTING PAVEMENT TO THE PROPERTY LINE.
4. ALL DISTURBED AREAS SHALL BE SODDED.
5. EXISTING DRAINAGE FLOWLINE SHALL BE MAINTAINED. PIPING MAY BE REQUIRED.

THE TOWN OF FORT MYERS BEACH
PUBLIC WORKS DEPARTMENT
2525 ESTERO BOULEVARD
FORT MYERS BEACH, FLORIDA 33931

PHONE: (239) 765-0202

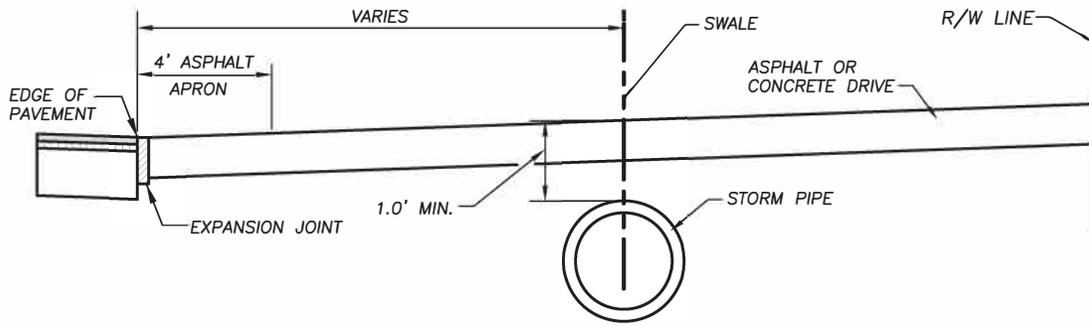
FAX: (239) 765-0909

DATE:

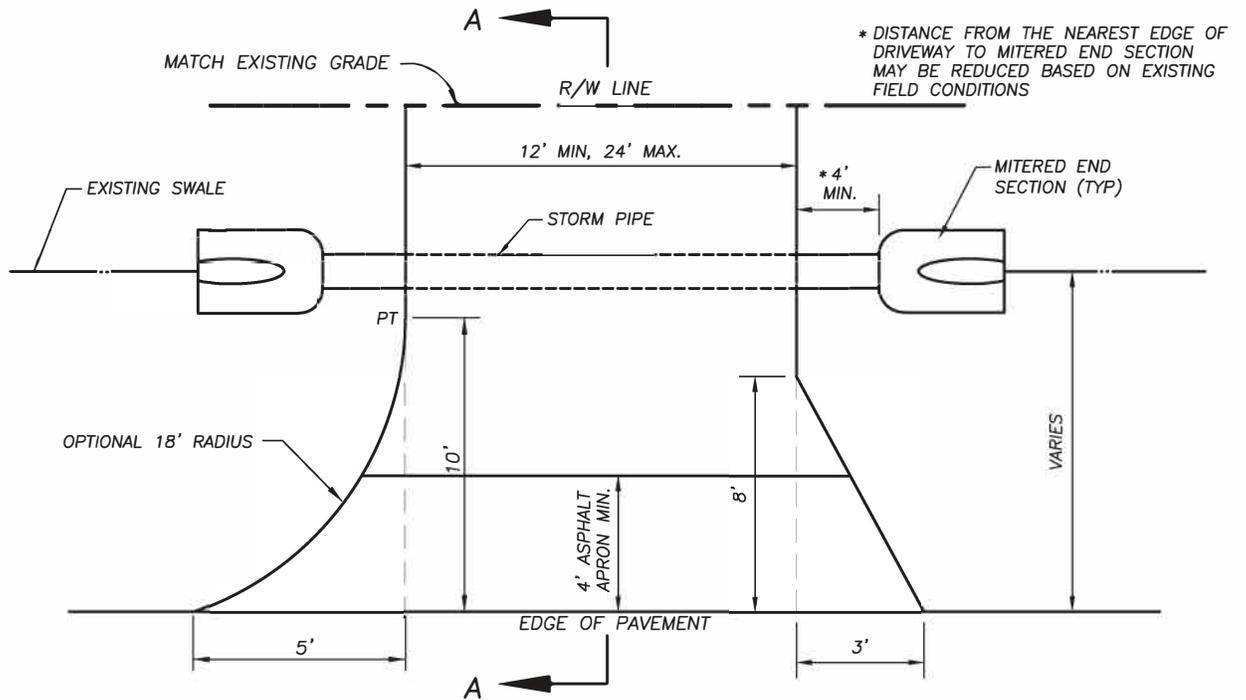
INDEX NO.:

**RESIDENTIAL
 SWALED
 DRIVEWAY**

401.00



SECTION A-A



PLAN

NOTES:

1. DRIVEWAY OPTIONS:

- A. ASPHALT FROM EDGE OF PAVEMENT TO RIGHT-OF-WAY.
- B. 4' MIN. ASPHALT APRON FROM EDGE OF PAVEMENT. CONCRETE FROM ASPHALT APRON TO RIGHT-OF-WAY.
- C. CONCRETE FROM EDGE OF PAVEMENT TO RIGHT-OF-WAY.

DRIVEWAY SHALL BE CONSTRUCTED IN ACCORDANCE WITH TYPICAL SECTION FOR ASPHALT DRIVEWAYS AND/OR TYPICAL SECTION FOR CONCRETE DRIVEWAYS WHICHEVER APPLICABLE.

- 2. STORM PIPE SHALL BE RCP OR HDPE WITH A MIN. DIAMETER OF 15" OR ELLIPTICAL EQUIVARIANT UNLESS A SMALLER SIZE IS APPROVED. THE PIPE INVERTS SHALL MATCH THE EXISTING DRAINAGE FLOWLINE.
- 3. SILT FENCE OR HAY BALES SHALL BE PLACED ON BOTH SIDES OF THE PROPOSED CULVERT OR DRIVEWAY FROM EDGE OF EXISTING PAVEMENT TO THE PROPERTY LINE.
- 4. ALL DISTURBED AREAS SHALL BE SODDED.

THE TOWN OF FORT MYERS BEACH
PUBLIC WORKS DEPARTMENT
6231 ESTERO BOULEVARD
FORT MYERS BEACH, FLORIDA 33931

PHONE: (239) 765-0202

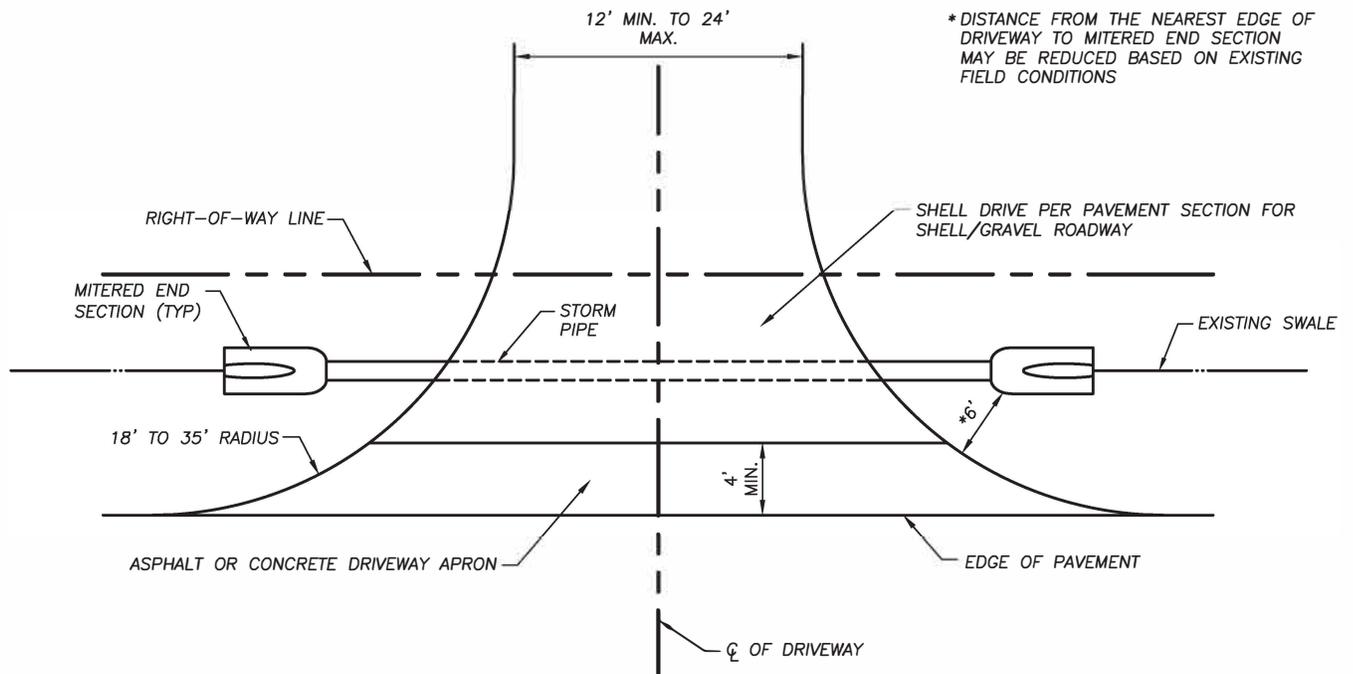
FAX: (239) 765-0909

DATE:

**RESIDENTIAL CULVERT
 DRIVEWAY**

INDEX NO.:

401.01



NOTES:

1. 4' MIN. APRON SHALL BE CONSTRUCTED IN ACCORDANCE WITH TYPICAL SECTION FOR ASPHALT DRIVEWAYS OR TYPICAL SECTION FOR CONCRETE DRIVEWAY.
2. STORM PIPE SHALL BE RCP OR HDPE WITH A MIN. DIAMETER OF 15" OR ELLIPTICAL EQUIVARIANT UNLESS A SMALLER SIZE IS APPROVED. THE PIPE INVERTS SHALL MATCH THE EXISTING DRAINAGE FLOWLINE.
3. SILT FENCE OR HAY BALES SHALL BE PLACED ON BOTH SIDES OF THE PROPOSED CULVERT OR DRIVEWAY FROM EDGE OF EXISTING PAVEMENT TO THE PROPERTY LINE.
4. ALL DISTURBED AREAS SHALL BE SODDED.

THE TOWN OF FORT MYERS BEACH
PUBLIC WORKS DEPARTMENT
6231 ESTERO BOULEVARD
FORT MYERS BEACH, FLORIDA 33931

PHONE: (239) 765-0202

FAX: (239) 765-0909

DATE:

**RESIDENTIAL GRAVEL
 DRIVEWAY**

INDEX NO.:

401.02



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