



**SITE WORK/UTILITIES
SUPPORTING DOCUMENTS & PLANS CHECKLIST**

SUPPORTING DOCUMENTS	
DUE AT SUBMITTAL	<input type="checkbox"/> Permit Application with property address, strap number, job name, job valuation, property owner, contact information for plan comments, and contractor information (may list as "Out to Bid"). NOTE: If the owner is acting as his/her own contractor, Florida Statute 489.103(7) requires the owner to <u>personally appear</u> to sign the application. Notary service is provided free of charge. <input type="checkbox"/> One (1) set of drawings/plans, specifications, energy calculations, etc. which conform to the below checklist. <input type="checkbox"/> Stormwater User Fee Adjustment Form <input type="checkbox"/> Payment of all Plan Review Fees (refer to Permit Application Fee Calculators on City's website www.cityftmyers.com) Visit our website at www.cityftmyers.com/1650/Electronic-Permits/ to learn about our Customer Self Service Portal .
DUE AT ISSUANCE	<input type="checkbox"/> Current Contractor Registration with The City of Fort Myers (separate registration form). <input type="checkbox"/> Subcontractor worksheet (Electrical and Plumbing), as determined based on the scope of work. <input type="checkbox"/> Proof of ownership if different from Public Records of Lee County (due to a recent sale of property). A recorded deed is acceptable proof of ownership. <input type="checkbox"/> A Bond Deposit is required to be remitted which equals 100-percent of the job valuation or minimum of \$5000.00 in the form of cash, check or surety prior to permit issuance for Right-of-Way and Utility Connection Permits.
DUE BEFORE 1ST INSP.	<input type="checkbox"/> Certified copy of the Notice of Commencement signed by property owner, lessee, or agent of either, and notarized, (on our form) for all jobs in excess of \$2,500 as required per Florida Statute 713.135(d).

SITE PLANS

- Provide statement of compliance on all plans to read substantially as follows:
 "These plans were prepared and shall comply with the following:
 - **Seventh Edition (2020) Florida Building Code, Building, Plumbing, Mechanical, Fuel Gas (if applicable)**
 - **Seventh Edition (2020) Florida Fire Prevention Code**
 - **2017 National Electric Code**
 - **The City of Fort Myers Code of Ordinances**
 - **Florida Department of State, Administrative Code**
 - **2020 Florida Statutes"**
- Construction drawings shall contain a Professional Engineer's raised seal and signature.
- Raised seal boundary survey of the parcel with signature. The survey must be current and show all existing features including water valves, manholes, power poles, pavement, buildings, elevations, drainage, features, etc. The survey shall also show all existing easements on or immediately adjacent to the parcel.
- The gross area of the site or parcel, and the net area of all portions to be improved. Also, a north arrow and scale are required.
- Location of all existing and proposed buildings/structures, and setbacks to property lines and other structures
- Flood zone designation and proposed finished floor elevation
- Zoning classification and existing use of all surrounding parcels
- Landscape planting plan with notes for automatic irrigation
- Landscape buffer yard requirements
- Parking space layout with parking calculations, to include ADA
- Landscaping for parking areas
- On-site tree requirements
- Open space calculations
- Lot coverage calculations
- Proposed height from grade to highest point of roof, parapet, antenna, steeple, etc.
- The height of any proposed temporary cranes or other airspace obstruction higher than 35' above grade
- Traffic circulation and parking
- Traffic signs
- Surface design details with elevations and runoff direction arrows
- Drainage map showing existing and proposed drainage, which shall include: flow paths, name of receiving water, drainage feature (which shall include but not be limited to: detention/retention facilities, pipes, inlets, outfall structure, swales, etc.), elevations (existing and proposed) on the parcel and 40' into adjacent parcels. Drainage calculations shall be supplied for all detention/retention facilities with the seasonal high water table elevation.
- Existing and proposed water and sewer utilities with sizes and material types, and associated standard details. The plans must show water meter sizes and back flow prevention.
- Sidewalks, crosswalks, handicap ramps, etc.
- All applicable City standard details and specifications. These can be found on the City's web site at <http://www.cityftmyers.com/DocumentCenter/>
- Loading zones
- Underground fire lines, Fire Department connections, fire detector check valve assembly, and PIV locations

- Fire lane details
- Existing and proposed fire hydrants
- Fire flow calculations
- Electrical construction drawings for all electrical construction outside building envelope including but not limited to parking lot lighting, sign illumination, pad mount transformer location and elevation, irrigation, swimming pool equipment disconnects and pumps, etc. or a statement that there is no electrical construction associated with this site work.
- Provide pipe sizing and type for the fire lines from the water main connection where the piping is used exclusively for the fire sprinkler systems to the POC to the building
- Location of Fire Department Connection (FDC)
- Erosion control plan showing: drainage patterns, areas of disturbance, best management practices to be utilized on site. Erosion control detail sheet showing installation details of proposed best management practices.
- Copy of South Florida Water Management District or Florida Department of Environmental Protection permit or application.
- Engineer's cost opinion for all infrastructure.
- Traffic impact statement
- Calculations to properly size and design the water and sanitary sewer system for the development. The calculations shall include the existing City utilities and demonstrate that they will have the capacity to accept the additional flows. Fixture unit data shall also be included.
- All construction sites that result in any land disturbing activities equal to or greater than one (1) acre are required by City Ordinance to submit the following documents:
 - a. A Storm Water Pollution Prevention Plan as described in the MSGP Guideline FDEP Document No. 62-621.300(4)(a) with a copy of the maintenance log to be used for the site inspections.
 - b. A Completed & Signed FDEP N.O.I. application (Notice of Intent, FDEP Form 62-621.300(4)(b))
 - c. Signed Preparer's Certification Statement for Storm Water Pollution Prevention Plan.
 - d. Signed Contractor's Certification Statement.
 - e. Proof of payment for N.O.I. submittal to FDEP (\$250 for sites 1 to 5 acres, \$400 for sites greater than 5 acres).

ADDITIONAL INFORMATION

- Separate permits required for:
 - a. Building construction (one permit per structure), demolition of existing structures (one permit per structure), fences, walls, dumpster enclosures, retaining walls, construction trailers, office/sales trailers, signs, generators, irrigation/sprinklers, grease interceptors, gas lines, driveways (right of way), utility connection, etc.
 - b. Fire alarm Fire sprinkler, standpipes, underground fire lines, tanks, etc. from the Fire Prevention division prior to commencement of related work.
- Buildings with more than five floors, require fire pump and standpipes to be active or temporary units shall be installed
- Standpipe pressures shall be 139 psi at all 2 ½ inch outlets
- Solid waste dumpsters or compactors, a minimum of 6" thick concrete pad with dimensions as per the City's standard detail, and calculations to properly size the dumpsters or compactors.
- Where buildings are constructed with the furthest point of the structure being 150 feet or more from a public street, private mains and hydrants are required which will meet the required fire flow with hydrant spacing to be determined by the fire official, not to exceed 300 feet maximum distance between hydrants. Hydrant spacing and required fire flow may be altered by the fire official if, by prior arrangement with fire official, automatic fire suppression systems are installed in all buildings on the premises.
- Dumpsters and containers with an individual capacity of 1.5 cubic yd. or more shall not be stored in buildings or placed within 10 ft. of combustible walls, openings, or combustible roof eave lines
- All vehicle access lanes and fire lanes are required to be hard, all-weather surfaces providing a minimum of 16' in width.
- The engineer is responsible for obtaining a fire flow test from the City Fire Rescue and providing the fire flow calculations in accordance to City Code. This is necessary to determine if adequate water is available for fire suppression operations for the proposed project.
- Dead-end fire department access roads in excess of 150 ft. in length shall be provided with approved provisions for turning around of fire apparatus.
- FDC shall be a minimum of 40 feet from the building served, and shall be located no more than 100 feet from a fire hydrant.

INSPECTION NOTES

- Plumbing – Property Line to Within 5 feet of Building. All plumbing work must be performed by a licensed plumbing contractor. Any site work from the property line to the building line must be inspected by the Building division on the Trade Permit (TRD) assigned to the project PRIOR to burial.
- Pre-Construction Meeting – A pre-construction meeting shall be scheduled through the Engineering division at (239) 321-7446 PRIOR to any work commencing. This meeting takes place in the City Hall building, located at 2200 Second Street, 2nd Floor, Fort Myers. Please note: The Notice of Commencement must be turned in to the Building division prior to this meeting being scheduled as it is considered an inspection.
- Landscaping – A Landscape Certificate of Compliance shall be submitted to the Building division, certifying the landscaping installed conforms to the approved plans which must be signed and sealed by a licensed Landscape Architect. The City Form may be used which is available on the City's website at <https://cityftmyers.com/1645/Permits-Applications>.

Note: Penalties for non-compliance with technical codes:

F.S. 553.80(2) (b) With respect to evaluation of **design professionals' documents**, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code and issue a permit, to reject design documents required by the code three or more times for failure to correct a code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose, each time after the third such review the plans are rejected for that code violation, **a fee of four times the amount** of the proportion of the permit fee attributed to plans review.

(c) With respect to inspections, if a local government finds it necessary, in order to enforce compliance with the Florida Building Code, to conduct any **inspection** after an initial inspection and one subsequent re-inspection of any project or activity for the same code violation specifically and continuously noted in each rejection, including, but not limited to, egress, fire protection, structural stability, energy, accessibility, lighting, ventilation, electrical, mechanical, plumbing, and gas systems, or other requirements identified by rule of the Florida Building Commission adopted pursuant to chapter 120, the local government shall impose **a fee of four times the amount** of the fee imposed for the initial inspection or first re-inspection, whichever is greater, for each such subsequent re-inspection.

The City of Fort Myers reserves the right to require additional information or documentation as necessary to complete the review and permitting process per Florida Statute 553.79.