Collier County

GMCD Public Portal

# APPLICATION REQUIREMENTS – Accessory Structure PRAC

*Chickees, Tikis, Pergolas, Trellis, Cabanas, Casitas, detached accessory buildings, etc.*

## Submittal Requirements

The submittal items below must have documents submitted for review as required by the scope of work.
*If applicable, plans must be signed and sealed.*

- **Construction Plans:** Plans reflecting the scope of work
  *May include:*
  - Architectural Plans
  - Structural Plans
  - Foundation plan, footing and columns detail
  - Typical wall section
  - Door and window schedule with egress requirements
  - Door and window buck installation and flashing detail
  - Wind load and design pressures
  - Tie-beam and lintel layout and schedule
  - Roof Framing Plan
- **Site Planning Document:** A proposed site plan. The plan shall identify: The location of the proposed building, the elevation of the crown of the road, Flood Zone, FEMA's Base Flood Elevation, and proposed finished floor elevation.
  - This document may need to be certified if new impervious area is over 400 sq ft and not older than 6 months, signed and sealed by a licensed Florida professional surveyor and mapper, architect or engineer, showing property lines, setbacks, easements, water bodies, and all existing and proposed structures.
  - If on septic: Please show distance of proposed structure to septic. Per 62-6.005(2) F.A.C., must be at least 5 feet away.

## Additional Submittal Requirements

Additional submittal items and documents may be required based on information provided and scope of work.

- **AC Energy and Load Calculations:** Energy and Load calculations specific to the scope of work.
- **Specialty Engineering / Specification Sheets:** Truss Layout and design loads by the manufacturer.
- **Index Sheet:** List of Florida Product Approvals or Miami-Dade NOA numbers for all windows, doors, shutters, roofing materials, underlayment, roof vents, etc.
  - Filled out with all products used including decimal, for example: FL 15729.4
  - Copies of Product Approvals and Miami-Dade NOAs not required.
- **Vegetation Removal Affidavit:** Required if lot is one acre or greater.
  - One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.
- **Storm Water Plan:** Required on lots with 1 & 2 Family dwellings, with the following exceptions:
  - Lots located in the Rural Agricultural (A) Zoning district outside the Immokalee Urban Area Overlay district and outside the coastal urban designated area as established in the Future Land Use Map; and
  - Lots that have received a Surface Water Management or Environmental Resource Protection permit from the South Florida Water Management District.
- Health Dept/Septic Application: Required when construction is proposed on a site with a septic field. Visit the Florida Department of Health (FDOH) website for further information.
- **Owner-Builder Application:** For owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors. Document must be signed in person and notarized by Collier County Growth Management Community Development staff.
- **Private Provider Package:** Required if a Private Provider is performing inspections or plan review.



Growth Management Community Development • Operations & Regulatory Management
2800 North Horseshoe Drive • Naples, FL 34104 • 239-252-2400 • www.colliercountyfl.gov/

**Information Required for Permit Application**
The following questions will be asked on the portal when applying for a permit.

**Select: Building, Remodel & Accessory Permits**

***Application Type***
Choose the application type: **Accessory Structure**
Please categorize the nature of the work being done: *Addition, Alteration/Remodel, New Construction*
Please describe the work being done: *(enter scope of work)*
Building Use: *1-2 Family, Business, Institutional/Civic, Mixed-Use, Multi-Family, Transient Lodging*
Is this a private provider inspection?
Is this a private provider review?
Is the property owner doing work?
Work in the County Right-of Way?
Related to a Natural Disaster?
Water disposal: *Everglades City, Septic, or Sewer*
Water Utility Type: *New or Existing*
Water Utility Provider: *Ave Maria, Collier County, Everglades City, Immokalee, Port of the Islands, or Well*
Is the home in a residential subdivision? (*1-2 Family only)*
Waiver of review time limits:
Are you applying as a Design Professional?
Are you applying as a State Park, Habitat for Humanity, or Chickee Builder contact?

***Permit Type***
Building

***Work Items***
Declared Construction Cost for this scope of work
Residential Living Area (includes multi-family)
Residential Non-Living Area (includes multi-family)
Commercial Interior Sq. Ft. Under Roof (excludes multi-family)
Commercial Exterior Sq. Ft. Under Roof (excludes multi-family)
Work Items (select as applicable): *Chickee, Detached accessory, Dumpster Enclosure, Pergola, etc.*

***Location***
Address location: *(enter street address or parcel)*

***Contacts***
Select Primary Contractor:*(only active contractors will show)*
Select Qualifier:

***Please ensure to generate your permit application summary page once you have successfully submitted your application for your records.***

**Helpful Guides**

- Register on the portal
- Adding an address to a permit: Address Picker
- Adding a Contractor and Qualifier to Contacts
- Applying for a Building Application



Growth Management Community Development • Operations & Regulatory Management
2800 North Horseshoe Drive • Naples, FL 34104 • 239-252-2400 • www.colliercountyfl.gov/