

APPLICATION REQUIREMENTS – 1&2 Family Home**PRFH***Alterations***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 as required per scope:
 - An existing floor plan
 - A proposed floor plan
 - 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
 - Smoke and CO detector locations

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.
- **Site Planning Document:** A proposed site plan, if changing any non-living space into living space. 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.
- **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.
- **FEMA 50% documents:** Projects that are considered substantial improvement must meet the current Florida Building Code, as well as the provisions of the Collier County Floodplain Management Ordinance. (Additions only)
- **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 staff.

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: **1-2 Family Home**

Please categorize the nature of the work being done: *Alteration/Remodel*

Please describe the work being done: *(enter scope of work)*

Building Use: *1-2 Family*

Is this a private provider inspection?

Is this a private provider review?

Which story/floor working on?

Is the property owner doing work?

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?

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)

Is declared value of work > 25% of structure's improved value?:

Work Items (select as applicable): *1-2 Family Home, Alteration, Guest House*

Location

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

Contacts

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

Select Qualifier:

Select any subcontractors needed *(electrical, plumbing, mechanical, roof, septic)*

****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](#)