

APPLICATION REQUIREMENTS – Multi-Family Home**PRMFH***New Construction, Additions & 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. Not all plans are required for Alterations.*

- **Architectural Plans:** Architectural plans reflecting the scope of work.
- **Structural Plans:** Structural plans reflecting the scope of work.
- **Electrical Plans:** Electrical plans reflecting the scope of work.
- **Mechanical Plans:** Mechanical plans reflecting the scope of work.
- **Plumbing Plans:** Plumbing plans reflecting the scope of work.
- **Fire Plans:** Fire plans reflecting the scope of work. (Separate fire permits required.)
- **Fire Alarm Engineering:** Fire plans reflecting the scope of work.
- **Fire Sprinkler Engineering:** Fire plans reflecting the 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. 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.
- **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.

Additional Submittal Requirements

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

- **Private Provider Package:** Required if a Private Provider is performing inspections or plan review.
- **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.

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: **Multi Family Home**

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: *Multi-Family*

Is this a private provider inspection?

Is this a private provider review?

Number of Stories?

Which story/floor working on?

Is the property owner doing work?

Business Name?

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

Commercial Interior Sq. Ft. Under Roof (excludes multi-family)

Commercial Exterior Sq. Ft. Under Roof (excludes multi-family)

Work Items (select as applicable): *Commercial Building, New/Addition/Alteration*

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](#)