

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Department of Community Development/Building Department	CODE NUMBER: AC-12-4
TITLE: Single Family and Duplex Permitting Procedures.	ADOPTED: 01/27/82
	AMENDED: 08/31/94; 08/09/05
	ORIGINATING DEPARTMENT: Department of Community Development/Building Department & County Attorney

PURPOSE/SCOPE:

This Administrative Code sets out the minimum submission requirements necessary to successfully complete the permitting process for single family and duplex dwellings. It also sets out some of the basic requirements concerning the job site.

POLICY/PROCEDURE:

1. Three (3) copies of a plot plan will be required with the building permit application showing roof overhang as well as the basic structure outline, showing setbacks from the lot lines to the building(s), showing all easements (utility, drainage, access, etc.), also showing placement of driveways, and (where applicable) septic tank and drainfield.
2. For construction in flood zones or seaward of the coastal construction control line, a certified survey indicating the flood zone(s), coastal construction control line and elevation of existing land will be necessary. If the construction is seaward of the coastal construction control line and a state permit is required, a copy of the Department of Environmental Protection permit will be needed prior to issuance of the permit.
3. One (1) copy of an application variance or other special approvals must be provided.
4. Application for septic tank may be applied for at the time of building application. A well affidavit, ensuring that potable water is available to the construction site prior to construction, must be signed and notarized. A well permit and well inspection will be necessary before a certificate of occupancy will be issued. Should an existing well be present on the site, an Existing Well Inspection will be required to ensure the well meets Health Department and Lee County Well Requirements for Domestic Use. If construction is located on private water and/or sewer, a letter must be submitted from the private utility company verifying availability for site submitted.

AC-12-4 (Continued)

5. Plans must be signed and sealed by a Florida Registered Architect or Engineer or in compliance with SSTD 10-99 and a 10-99 checklist submitted for each set. Plans must be submitted on standardized sheets drawn to scale. The plans must bear the following specific information:
 - (a) Elevation for front, rear, right and left sides
 - (b) Foundation plan
 - (c) Floor plan
 - (d) Lateral breakdown (typical wall section from roofing through to foundation and NGVD Elevation)
 - (e) Duplex must have a tenant separation wall of UL Design or equal rating
 - (f) Location of electric and plumbing
 - (g) Conventional roof framing layout
 - (h) Windows and garage doors installation
 - (i) Energy calculations and cover sheet
6. Any dwelling located in a Coastal Zone must have plans designed in accordance with the Lee County Coastal Construction Code and be certified by a Florida Registered Architect or Engineer.
7. Building permit application completed in its entirety. Prior to a permit being issued, a State licensed contractor must be registered with Lee County Contractor Licensing and have provided evidence of current Workers Compensation Insurance and General Liability Insurance coverage. A locally licensed contractor must possess a current Lee County Certificate of Competency in good standing.
8. An owner/builder must sign an affidavit of self-use to be submitted at the time of requesting a building permit. He must be able to do all the work himself or use a State licensed contractor, registered with Lee County Contractor Licensing (with current Workers Compensation Insurance and General Liability Insurance coverage), or an appropriate, locally licensed contractor with a current Lee County Certificate of Competency in good standing.
9. Additional permits will be required for LP gas, well, septic tank, lawn sprinkler system, pool, pool enclosure, fence, solar heating and interior fire sprinkler systems, if applicable.
10. After issuance of building permit and before footing inspection is requested, the job site must have sanitary facilities for workers and a trash container.
11. Permits must be posted in plain view at the job site and protected from the weather.
12. All changes to the approved drawings must be submitted and approved prior to commencement of work.
13. Reinspection fees will be charged for all failed inspections. A reinspection fee is due and payable within 30 calendar days from the date of the failed inspection.
14. Buildings may not be occupied until the final inspection has been completed and a certificate or occupancy issued, at which time the power company will be notified to connect permanent power.