

# CITY OF BONITA SPRINGS

Community Development Department  
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Bonita Springs, FL 34135  
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## RESIDENTIAL PERMITTING PROCEDURES (2024) NEW SINGLE FAMILY & DUPLEX RESIDENCES, ADDITIONS, ALTERATIONS, ACCESSORY BUILDINGS & DETACHED GARAGES

- ❖ **THREE (3) SETS OF PLANS REQUIRED. ONE (1) SET OF DIGITAL PLANS REQUIRED FOR ALL NEW STRUCTURES**
- ❖ **ALL JOBS OVER \$5,000 REQUIRE A COPY OF A RECORDED NOC**

Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed according to applicable Florida Building Codes as shown below.

8th ed. 2023 FBC; Florida Building Code: Building, Existing, Mechanical, Plumbing, Energy  
8th ed. 2023 FFC; Florida Fire Prevention Code  
NEC 2020; National Electric Code

The following information related to wind loads shall be shown on the construction drawings:

- a. Basic wind speed, mph, (m/s)
- b. Wind importance factor (I) and building category
- c. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated
- d. The applicable internal pressure coefficient
- e. Components and Cladding. The design wind pressures in terms of psf (kN/m<sup>2</sup>), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.

### 1. APPLICATION FOR PERMIT - application will not be accepted unless all paperwork is complete.

Required at time of application:

- a. Property owners' name
- b. Strap number (17 digit # found on your tax bill or available from the Lee County Property Appraiser's Office at 2480 Thompson St. 239.339.6150)
- c. Job site address and directions to the job
- d. Type of roof, i.e. shingle, tile, metal or built-up
- e. Electrical amps
- f. Air conditioning, SEER rating, KW's, and Tonnage
- g. Driveway permits. All residential driveways shall be consistent with Chapter 34, Division 2 Parking (City of Bonita Springs Residential Parking Ordinance). If work is to be done in a city right-of-way (ROW), a permit is needed from the city's Public Works department. If property is located on a county maintained road, you will need a county driveway permit. Property located in the San Carlos Estates Water Control District (SCEWCD) will require a permit from SCEWCD. All driveways on privately owned and maintained ROW's will be reviewed in accordance with the City of Bonita Springs Residential Parking Ordinance.
- h. Contractor's license number, address, contact person, telephone, fax number, and e-mail
- i. Lighting Standard Verification Form
- j. If the property is located on a barrier island – Exterior and Interior Lighting Standards Verification Form

### 2. PLOT/SITE PLAN

Three (3) copies of a plot/site plan drawn to scale (1/8" = 1' minimum). The scale and north arrow must be indicated. The following items must be on your plot/site plan:

- a. All four lot corners, lot lines, and dimensions
- b. Location and name of streets or drives bordering the lot
- c. If there is a water body within 25 feet of your project, indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf)
- d. The size of the existing and proposed building(s); the location of driveways; and the location of all easements on the lot
- e. Setbacks of the buildings (and any proposed additions thereto) from the four lot lines and other existing structures. Setbacks must be taken from the closest point of the building to the closest point of the property line
- f. The plans must show the roofline as well as the foundation. Rooflines may not encroach into or over easements
- g. The plans must indicate the required finished floor elevation consistent with the approved local development order, South Florida Water Management District, and as required by the FEMA FIRM.
- h. Drainage plan: per LDC 4-2224: Clearing, grading, or filling of land. The drainage plan shall be consistent with the approved local development order (DO) and/or South Florida Water Management District permit if located within an approved development. The drainage plan shall include the DO approved drainage cross-section depicting the drainage. If not in an approved development, please show high points and low points on site plan and how site will drain with indicating runoff directions.

### 3. COASTAL ZONE

- a. If the property is located within a coastal zone area, a certified sealed survey indicating both Coastal Construction Zone lines, the Flood Zone requirement for the zone, and existing elevation of grade must be submitted with the application
- b. If the property is located on a BARRIER ISLAND, a registered Florida architect or engineer must seal the construction drawings and the certified survey must address the COASTAL CONSTRUCTION ZONE in addition to flood zone
- c. A certified elevation certificate will be required indicating the Flood Elevation prior to tie beam inspection on CBS structures or framing inspection on wood structures

**NOTE:** This form must be completed by your surveyor and returned to the Building Division with the Building Permit number listed on the form

### 4. SURVEY

A foundation/spot survey must be submitted prior to receiving any inspection above the foundation or first finished floor within 10 days of slab inspection.

### 5. MASTERED BUILDINGS

If you are planning on purchasing a garage, gazebo, pole barn, shed or utility building from a local distributor, please check with them to see what brands and model numbers are mastered with the City of Bonita Springs Community Development or the State of Florida. If the particular model that you want to buy is not mastered with the City of Bonita Springs Community Development Department or the State of Florida, the plans will have to be sealed. (See #5 Construction Details)

### 6. CONSTRUCTION DETAIL (BLUEPRINTS)

Plans that are prepared by a Florida registered architect or engineer shall be prepared in compliance with required wind loads and must contain a statement on the plan that the building/structure has been designed in accordance with the Florida Building Codes listed on page 1. The following information related to wind loads shall be shown on the construction drawings:

1. Basic wind speed, mph, (m/s)
2. Wind importance factor (I) and building category
3. Wind exposure - if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated
4. The applicable internal pressure coefficient
5. Components and Cladding. The design wind pressures in terms of psf (kN/m<sup>2</sup>), to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional

**If the construction is located in a coastal area specific to the limitations under the Land Development Code, Chapter 7, Article II, Division 2, Sea Turtles; also the Code of Ordinances, Chapter 24, Floods, the architect, or engineer shall provide a statement of compliance with those applicable code sections**

Plans should be submitted on standardized sheets drawn to scale (1/8" or 3/32" = 1' is acceptable). Three (3) sets of construction drawings must be submitted. The plans must bear the following specific information:

1. Elevation for front, rear, right and left sides.
  2. Foundation plans.
  3. Floor plans. If an addition or enclosure, floor plans must identify rooms adjacent to the addition/enclosure as well as means of ingress/egress.
  4. Lateral breakdown (typical wall section from roofing through to foundation and Flood Elevation).
  5. Duplex must have a tenant separation wall of UL Design or equal.
  6. Location of electric and plumbing.
  7. Conventional roof framing layout. If trusses, include engineered truss layout from truss manufacturer.
  8. If living area, three sets of energy calculations will be required (see page 1 for applicable Building Codes).
  9. Indicate the state of Florida approval numbers for the windows, shutters, doors, garage doors and/or overhead doors.
  10. If construction requires sprinklers, plans must show compliance with State of Florida Administrative Code 61G15-32
7. **PUBLIC WATER/SEWER (SFR & DUPLEX ONLY):** If construction is located on private or public water and sewer, a letter must be submitted from the appropriate utility company verifying availability to the site at the time of submittal of application.
8. **SEPTIC (SFR, DUPLEX, ADDITIONS, SANITARY FACILITIES):** If construction is located on SEPTIC SYSTEM, applicant must apply for his Septic Permit at the Health Department prior to the submittal of the building permit. A copy of the paid receipt is required at submittal of building permit. If Septic is existing, you will need a letter from the Health Dept. stating it will be sufficient for size of dwelling at the time of submittal.  
(2295 Victoria Avenue 239.690.2100)
9. **WELL (SFR & DUPLEX ONLY):** If property requires a well, a WELL affidavit must be signed and notarized at time of application of building permit. The Well permit must be obtained and inspection finalized before Certificate of Occupancy. If the well is existing, a letter from Lee County Natural Resources will be required at time of application stating compliance. 239.479.8114
10. **ENERGY CALCULATIONS (SFR, DUPLEX, AND/OR ALL LIVING AREA ADDITIONS):** Three (3) copies of energy calculations (see page 1 for applicable Building Codes) and one (1) cover sheet (copy of 1st page of energy calcs) must be submitted with your application.
11. **OWNER-BUILDER DECLARATION OF SELF-USE (on back of application):** An owner-builder must sign a declaration of self-use. He/She must be able to do all the work himself or hire licensed contractors.
12. **NOTICE OF COMMENCEMENT (if construction value is \$5,000 or more):** A Notice of Commencement must be recorded prior to issuance of the building permit. A copy of the recorded Notice of Commencement is required at issuance of your building permit.
13. **BUILDING ADDENDUM (if owner is not the builder):** Addendum on back of application must be completed.
14. **FLOODWAY IMPACT LETTER (IF APPLICABLE)**
15. **DRAINAGE:** A COPY OF THE SITE FILL GRADING PLAN **MUST** ACCOMPANY THE PERMIT APPLICATION. The plan must be consistent with the approved local development order, South Florida Water Management District, and as required by the FEMA FIRM.
16. **DRIVEWAYS, LANDSCAPING & IRRIGATION (DUPLEX):** Permits for a duplex (two family or single family attached), and not in a subdivision subject to a current (active) Development Order, will be required to comply with the Land Development Code, paved driveways, landscapes, and irrigation.

#### BLUEPRINT PROCEDURE

1. Blueprints should be submitted in sets of three (3) & folded.
2. The following items should be stapled on the left hand side of each set of plans in the following order:
  - 1<sup>st</sup> Plot plan (if separate)
  - 2<sup>nd</sup> Energy calculations
  - 3<sup>rd</sup> Truss/ Roof Layout
  - 4<sup>th</sup> Window/ Door Cut Sheets or Schedule
  - 5<sup>th</sup> Shutter Cut Sheets or Schedule

6<sup>th</sup> Site Drainage Plan

3. The Permit Technicians will attach all other pertinent information to the check off sheet. Please have this information stapled together in the following manner:
  - 1<sup>st</sup> Recorded Warranty Deed (if applicable)
  - 2<sup>nd</sup> Water/Sewer letters or Septic/Well Information
  - 3<sup>rd</sup> Sealed survey (if applicable)
  - 4<sup>th</sup> Floodway Impact Letter (if applicable)
  - 5<sup>th</sup> Energy calculation cover sheet

### FOR YOUR INFORMATION

1. **WHO CAN PICK UP THE BUILDING PERMIT?** The Contractor, an authorized agent, or the contractor of the property owner in the presence of the Building Official or designee, must sign the application. Owner-builders must personally appear and sign for their permits. The only exception to this is with a legal, recorded, Power of Attorney.

NOTE: Contractors must be licensed and registered with City of Bonita Springs Building Division.

2. **REVIEW PROCESS TIME:** The review process for “a complete and accurate” application is anticipated to be between 5 to 7 working days.
3. **REJECTED PLANS:** Plans will be rejected if all required paperwork is not complete. Customer will be notified in writing, by phone or email.
4. **RE-SUBMITTING REJECTED PLANS:** Once the plans have been corrected, re-submittal of rejected plans must be made at the Permit Intake Counter and will be processed through the normal procedure time.
5. **HOW WILL I KNOW WHEN MY PERMIT IS READY?** Applicants will be notified by phone or email when the permit is approved. At that time you will be given the required fees due and any other paperwork we may need. Recycling may apply in accordance with Chapter 32, Article II of the City’s Code of Ordinances.
6. **CHANGES TO THE APPROVED PLANS (REVISIONS):** Any field changes of outlets or fixtures, non-structural or structural changes must be submitted to the Permit Intake Counter for processing. If the original plans were sealed by an architect or engineer, the revisions must also be sealed. These must be submitted in plan form of three (3) copies and approved, prior to commencement of work.
7. **POSTING THE PERMIT:** Permits must be posted at eye-level, visible from the road and protected from the weather. There must also be a set of the approved plans on the job at the time of inspection(s).
8. **INSPECTIONS & RE-INSPECTION FEES:** You must call for inspections. Please call 239.444.6170 to schedule an inspection by 6pm the day prior.

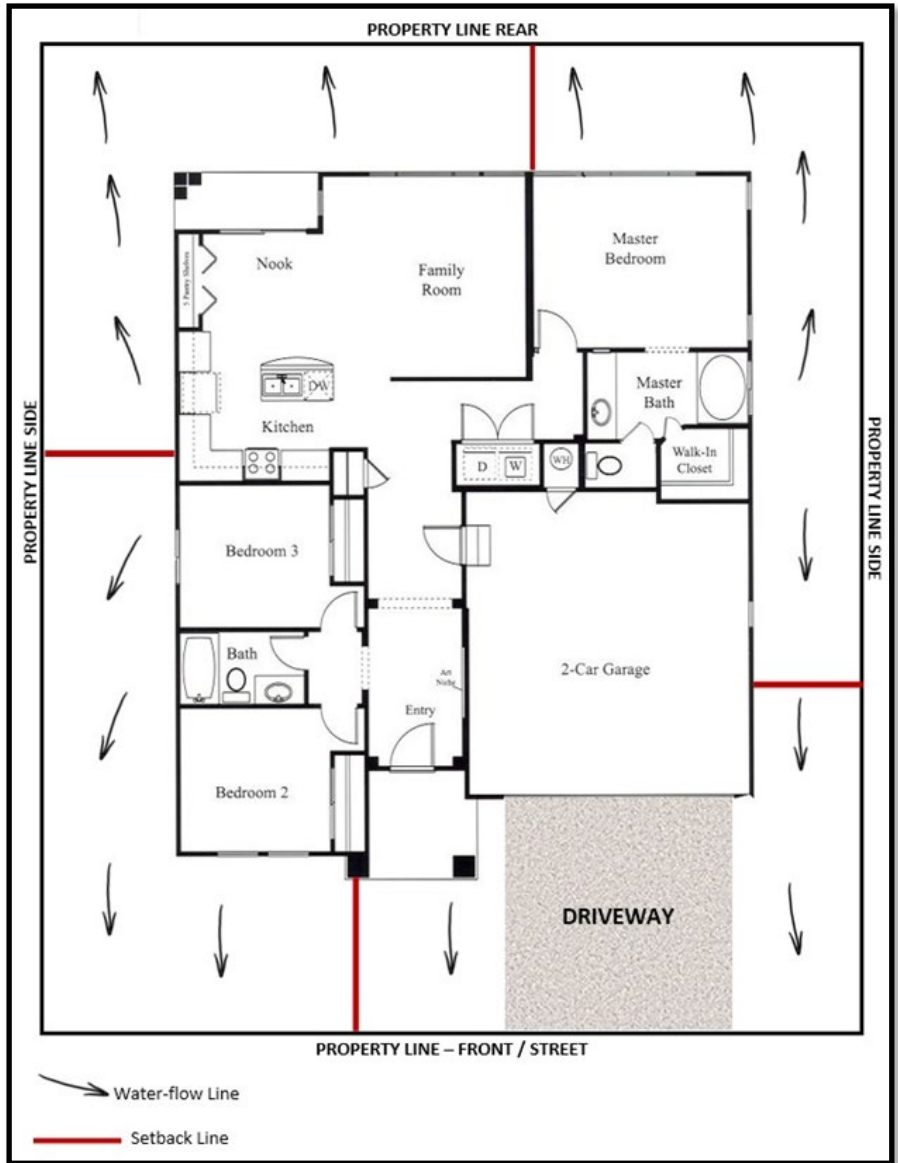
When an inspection has failed, a fee will be charged for all recalls and turn-downs. Fees are \$50.00 per re-inspection.

9. **SANITARY FACILITIES (PORTA JOHN):** Upon issuance of a building permit, and before the footing inspection is performed, the job site must have sanitary facilities and a trash retainer.
10. **ADDITIONAL PERMITS (if required):** Plumbing, Electrical, Air Conditioning, Roofing, Lawn Sprinkler system, Pools (including above-ground), Spas, Enclosures, Fences, Solar, Fire Sprinklers or Alarm Systems.
11. **TERMITE CERTIFICATES:** A Certificate for Termite Treatment is required on the permit board pursuant to Florida Building Code, Section R.318.
12. **ELEVATION CERTIFICATES:** Every building that is required to meet flood elevation must have an Elevation Certificate marked “Building Under Construction” before further inspections can be done above the slab (or horizontal member in V-Zones). A finished construction elevation certificate is required before the 106 Final Building. The STRAP NUMBER will be 17 digits and is used to identify the land although the owners may change. The strap number is in the upper left hand of your tax bill, or you can obtain it from the County Property Appraiser by calling their office at 239-339-6150.
13. **GARBAGE (Lee County Ordinance 95-19):** No Certificate of Occupancy can be issued on Residential units of four (4) or less until payment of Solid waste fees has been received.
14. **CERTIFICATE OF OCCUPANCY:** The building may not be occupied until the final inspection has been completed and a Certificate of Occupancy is issued, at which time the power company will be notified to connect permanent power. Violators will be cited, and temporary power will be disconnected.

## PLOT AND DRAINAGE PLAN

The following items must be on your plot and drainage plan:

1. Plot plan must be drawn to scale (1/8" = 1', 1" = 10', 1" = 20', 1" = 30', and 1" = 60') or if the lot is square or rectangular, the dimensions may add up to the lot width and depth. Label the location of streets bordering your property.
2. All setbacks to structure and additions must be shown. Setbacks will be taken from the closest point of the building to the closest point of the property line. It helps to show the roof line as well as the foundation since the roof lines are not allowed to encroach easements.
3. If there is a water body within 25 feet of your project, please indicate the mean high tide line or the edge of water and label the type of water body (for example: lake, creek, canal, river, Gulf).
4. The bottom right figure is an example of a drainage cross section. All single-family homes, additions, and/or accessory structures, such as pools located within an approved development that received a local Development Order, shall demonstrate compliance with the approved drainage plan for that development. Drainage cross sections shall be reflected on the drainage plan to demonstrate consistency with development order.



\*\*\* Setback or lot size information can be obtained through Community Development Planning and Zoning Division by calling 239.444.6166. Please have your strap number available.

Please note that the following items will also be requested for Site Plan Review:

- Addition of gutters may be required to directly flow drainage
- Existing and proposed grades are required to ensure proper drainage

