



Village of Estero Building and Permitting Services  
9401 Corkscrew Palms Circle  
Estero, FL 33928  
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## **Commercial Building Permit Requirements**

### **Required for new construction and additions**

#### **more than 2,500 square feet**

1. COMPLETED APPLICATION – Signed and notarized by both the owner and qualifier.
2. SITE PLAN – Four copies.
3. PLANS – Four copies. 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 the Florida Building Code, 7<sup>th</sup> Edition (2020). The following information related to wind loads shall be shown on the construction drawings:
  - Ultimate design wind speed and nominal design wind speed
  - Risk category
  - Wind exposure
  - Classification of the application enclosure
  - Components and Cladding
  - Geotechnical information

If the construction is located in a coastal area specific to the limitations under the Village of Estero Land Development Code, Chapter 14, Article II, Division 2, Sea Turtles; also Chapter 6, Article III Coastal Construction Code, and Article IV Flood Hazard Reduction, the architect or engineer shall provide a statement of compliance with those applicable code sections.

Manufacturer's name and model number with Florida Department of Economic Opportunity and product approval number from Florida Department of Business and Professional Regulation is required for impact resistant windows, doors, garage doors, shutters, overhead doors, and soffit material.

Plans must show compliance with State of Florida Administrative Code 61G15-32 and note compliance with N.F.P.A.13D for fire sprinklers.

If a structure is a Modular Building four (4) sets of Department of Economic Opportunity approved plans and a valid approval letter.

Four (4) sets of signed and sealed foundation plans.

Four (4) sets of construction details for the handicap ramp and or stairs.

4. MASTER PLANS – If plans are intended to be mastered, the engineer or architect shall indicate by a sealed letter or statement on the plans that he approves of the repetitive use of the plans for permitting or, if a case by case approval (by letter from the architect or

engineer) specific to each application is required for permitting.

Get in-depth information on the details and specifications required on all plans.

5. PLAN REVIEW FEES – are due upon submittal. Initial Plan Review submittal fees are \$0.10 psf, with a \$200 minimum. Revisions are \$0.01 psf, with a \$50 minimum.
6. ENERGY CALCULATIONS – Four (4) copies. Designed to the current Florida Building code and signed and sealed by a Florida registered architect or engineer.
7. WELLS – If a well is to be used, a copy of the well permit must be submitted at a time of application. A final well inspection must be obtained prior Certificate of Occupancy. If the well is existing, a letter from Natural Resources is required at time of application – 1500 Monroe St. Ft. Myers, FL 33901 (239-553- 8114).
8. SEPTIC PERMIT – If construction is services by a septic system, a copy of the septic permit and perk test must be submitted at time of application. A final septic inspection is required prior to Certificate of Occupancy. If septic is existing, a letter from the Health Department is required stating approval for new structure at time of submittal. Health Department address is 2295 Victoria Ave., Ft. Myers, FL 33901 (239-690-2100).
9. APPROVAL FROM DBPR – If a project deals with food, your project must be approved by the Department of Business & Professional Regulations (DBPR) Hotels and Restaurants. For more information, please visit <http://myflorida.com/> . A final health inspection is required prior to Certified of Occupancy. Our plans for construction do not require any approvals from their division.
10. IMPACT FEES – are figured by the Impact Coordinator prior to issuance. An Impact Letter must be submitted with your application. Get more information.
11. ADDITIONAL PERMITS – could be required for gas, fire alarms, monitors, sprinkler systems, refrigeration, hoods, suppression, underground tanks and others. The applications require a separate application to be submitted.
12. VEGETATION PERMIT – A vegetation permit is required before building permit issuance (if required by Development Review).
13. NOTICE OF COMMENCEMENT (NOC) – If construction value is \$2,500 or more, a NOC is required and will need to be recorded with the Lee County Clerk of Court prior to issuance of the building permit (Notice of Commencement phone number is 239-533-5000).

#### **Required for new construction and additions more than 2,500 square feet**

1. COMPLETED APPLICATION – Signed and notarized by both the owner and qualifier.
2. SITE PLAN – Interior Remodel/Change of Use requires one (1) site plan with parking layout and four (4) floor plans. Exterior remodels require four (4) site plans with parking layout. Additions require four (4) site plans with parking layout and four (4) floor plans.
3. PLANS – Four (4) sets of construction plans (interior remodels not necessary to be sealed unless architecturally designed, structural work is being done, or job value exceeds \$25,000). All additions require an architect/engineer seal.
4. SAME AS NUMBERS 2 THROUGH 9 ABOVE – Information needed is the same as numbers 2 through 9 for new construction.
5. PERMISSION LETTER – If work to be performed is under \$2,500, a letter from owner of property (not the tenant) giving permission for work to be performed is required at time of issuance of permit.

6. PLAN REVIEW FEES – for interior remodeling are also based on square footage. Initial Plan Review submittals fees are \$0.10 psf, with a \$200 minimum. Revisions are \$0.01 psf, with a \$50 minimum.
7. ZONING VERIFICATION FEES (if required) – Please review our fee schedule for more information.