



Village of Estero Building and Permitting Services

9401 Corkscrew Palms Circle

Estero, FL 33928

Tel # (239) 221-5036 | Fax # (239) 319-2235 | [permitting@estero-fl.gov](mailto:permitting@estero-fl.gov)

## APPLICATION CHECKLIST

1. All fields of the application must be completed. If a field does not apply, mark that field "N/A".
2. Contractors and Subcontractors are required to be registered with the Village of Estero Building and Permitting Services. Current State license, General Liability insurance and Workman's Compensation insurance are required.
3. Both the Contractor/Qualifier and Owner/Owner Agent must sign the Application. If contractor is acting as Owner Agent, the contractor must sign both as Contract/Qualifier and Owner/Agent. Only one notarization is required, i.e., if the Contractor/Qualifier is signing for both the Contractor/Qualifier and the Owner/Owner Agent, only one notarized signature is required.
4. If an owner of a single-family home is acting as an Owner/ Builder, a notarized Owner/Builder Affidavit must be included with the application.
5. If anyone other than the Qualifier will be picking up a permit, an Authorized Agent Affidavit is required to be submitted with the application. Authorizations expire September 30<sup>th</sup> every year and should be updated annually before September 30<sup>th</sup>.
6. A copy of a Notice of Commencement "NOC" submitted in accordance with Fl. Statute 713.135(1)(e)\* is required for jobs over \$5,000 (except for HVAC replacements under \$15,000). The NOC shall be provided to the Village of Estero prior to the first inspection.
7. A copy of a Notice of Commencement "NOC" submitted in accordance with Fl. Statute 713.135(1)(e)\* is required for HVAC replacements over \$15,000. The NOC shall be provided to the Village of Estero prior to inspection.
8. For new construction, the square footage on the application shall match the plan legend.
9. For new construction, the energy calculations on the application shall match the plan legend.
10. A copy of a recorded Warranty Deed is required at time of application if property has recently changed ownership, otherwise submission will be denied.
11. The maximum size of plans accepted for review are 24" x 36".
12. Raised seal engineered plans, including hydraulics, are required for pools unless they are mastered with the Village of Estero Buildings and Permitting Services.
13. Three (3) sets of plans and three (3) scope of work letters are required for all residential applications (a digital copy is required for all new buildings). For Door/Window applications, the Solar Heat Gain Coefficient or SHGC information must be included with all sets. All sets must be collated.
14. Four (4) sets of plans and four (4) scope of work letters are required for all commercial applications (a digital copy is required for all new buildings and additions). All sets must be collated.

All items required at time of submission must be provided with the application or your application will not be processed. If you have any questions, visit our website: [www.estero-fl.gov](http://www.estero-fl.gov), write us at [permitting@estero-fl.gov](mailto:permitting@estero-fl.gov), or contact us at the phone number above. Thank you for your help in making our permitting process.

\*Fl. Statute 713.135(1)(e) in part, reads as follows: If the direct contract is greater than \$5,000, the applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded notice of commencement or a notarized statement that the notice of commencement has been filed for recording, along with a copy thereof.