

Permit Guidelines for Additions/Alterations – Residential

“A” flood hazard zones

The following process is required to make your application to the City of Cape Coral for your project complete and successful:

1. Submittal Forms (Contractor):

- a. Addition/Remodeling Application with flood zone designation
- b. Sub-contractor List
- c. Sub-contractor Verification form
- d. Burrowing Owl/Gopher, Tortoise Affidavit
- e. Notice of Commencement (project value: \$2500.00 or more)

2. Submittal Forms (Owner/Builder):

- a. Addition/Remodeling Application with flood zone designation
- b. Owner/Builder Affidavit
- c. Sub-contractor List
- d. Sub-contractor Verification form
- e. Burrowing Owl/Gopher, Tortoise Affidavit
- f. Notice of Commencement (project value: \$2500.00 or more)
- g. Insurance (project value: \$1000.00 or more)

3. Information required: (two (2) copies of each)

- a. Elevation Certificate or Elevation Survey
 - 1.) If the floor elevation is at or above the base flood elevation (BFE), follow the guidelines below, starting with b. Elevation certificate is available at the Department of Community Development.
 - 2.) If the floor elevation is below base flood elevation (BFE), refer to the FEMA Requirements for the City of Cape Coral, Form **CCC-030700** is available at the Department of Community Development.
 - b. Site or Survey Plan
 - 1.) Show all existing buildings or structures
 - 2.) Indicate proposed addition or alteration (exterior)
 - 3.) Identify setbacks from property lines
 - 4.) Include proposed site drainage as per engineering design standards
 - c. Building Plans (drawn to scale with sufficient clarity and detail)
 - 1.) Foundation Plan
 - 2.) Floor Plan showing existing and proposed construction with door and window schedules and existing and new square footages identified
 - 3.) Elevations
 - 4.) Sections and Details
 - 5.) Manufacturers Truss Layout
 - d. Attachments
 - 1.) Energy Calculations (Forms 1100B-08)
 - 2.) Supplemental Data Sheets
 - a.) Door, window and garage door compliance reports and installation instructions (NOA's).
-