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).

This guideline is to be used as a minimum requirement and is subject to change without notice