

# Request Portal Submittal Requirements

## Submitting Applications/ Uploading documents

All applications, plans and supporting documents will be required to be uploaded in each permit request that you submit.

- Forms can be found on our [Building Services Applications & Forms page](#)

<b>PDF FILES ONLY</b>	
<p><i>Note: The system has a 25 mb limit per upload. If a file is too large, the document must be separated into multiple uploads.</i></p> <p><i>All files/ documents must be in PDF format.</i></p> <p><b>Name the files for what they are</b></p>	
<b>Separate Files</b>	<b>Combined Files</b>
<p><b><u>Residential</u></b></p> <ul style="list-style-type: none"> <li>• Survey</li> <li>• Site Plan</li> <li>• Drainage Plan</li> <li>• Residential Building Plans (multipage file named) "Plans. PDF or "Building Plans"</li> </ul> <p><b><u>Commercial</u></b></p> <p>Plan sets should be broken out by discipline for example:</p> <ul style="list-style-type: none"> <li>• Electrical Plans- multipage file</li> <li>• Mechanical Plans- multipage file</li> <li>• Structural Plans- multipage file</li> </ul>	<p>Application, Acknowledgements, Notice of Commencement, Condo Letter</p>

## Required file standards/Accepted Formats for all plans and documents

- A dimension and graphic scale are required on all site plans and construction drawings.

## **APPLICATION PROCESS**

When under review, if no corrections are required from the reviewer, the applicant will be notified by email of the fees due and any conditions that would be required before the issuance of a permit.

## Resubmittal Corrections- *permits that are still under review*

If corrections are required, a member of Building Services Department will send a notification through IWORQ that a rejection letter is available. Said notification will be sent to the email address provided on the application and Contractor Registration, notifying the applicant and property owner of the reason for the rejection.

Follow the directions below to correct plans:

- Submit all corrections together at one time with an appropriate response/ cover letter and plan documents showing where each corrected item can be found. **Resubmittals will not be processed until all review comments are addressed.** Email to [resubmittal@fmbgov.com](mailto:resubmittal@fmbgov.com) and include the permit number and address in the subject line.  
(This review is only based on the information given. Subsequent reviews may require additional information.)
- Name the **file with** the resubmittal number (ex. Resub 1 site plan.PDF)
- Any resubmittals after the 1<sup>st</sup> resubmittal will incur an **additional fee.** (\$50 per resubmittal per review.)

*Please use the diagram below when resubmitting through email.*

The diagram illustrates an email client interface. On the left is a 'Send' button with an envelope icon. To its right are three input fields: 'To...' containing the email address 'Resubmittal@fmbgov.com', 'Cc...' which is empty, and 'Subject' containing the text 'Resubmittal Correction- Permit 200185 2525 Estero Blvd, Fort Myers Beach'. Below these fields is a large empty text area for the email body.

## Revision Correction – permits have been issued and needs to be revised.

When submitting a revision to an already issued permit, please follow the directions below.

- Fill out a “Revision form”
- Name the **file** with the revision number (ex. Rev 1 Site plan.PDF)
- Email your revision form and documents with the permit number, and address to [buildingpermits@fmbgov.com](mailto:buildingpermits@fmbgov.com)