

A photograph of two runners, a woman in a bright green tank top and a man in a grey tank top and purple shorts, jogging away from the camera on a paved sidewalk. The sidewalk is lined with tall palm trees on the left and a row of buildings with large columns on the right. A large green ceramic pot sits on the sidewalk between the runners and the buildings. The scene is brightly lit, suggesting a sunny day.

Doing Business GUIDE

A Guide For Business Operation, Start-Up,
Relocation, and Expansion in Downtown Naples



***This Section provides
information on
Property Improvements;
Building Permits & Signage.***

Downtown Naples, Florida is the ideal place to start or expand a business. The City of Naples, Fifth Avenue South Business Improvement District, Inc. (BID) and the Greater Naples Chamber of Commerce want to ensure that your business is successful for many years to come.

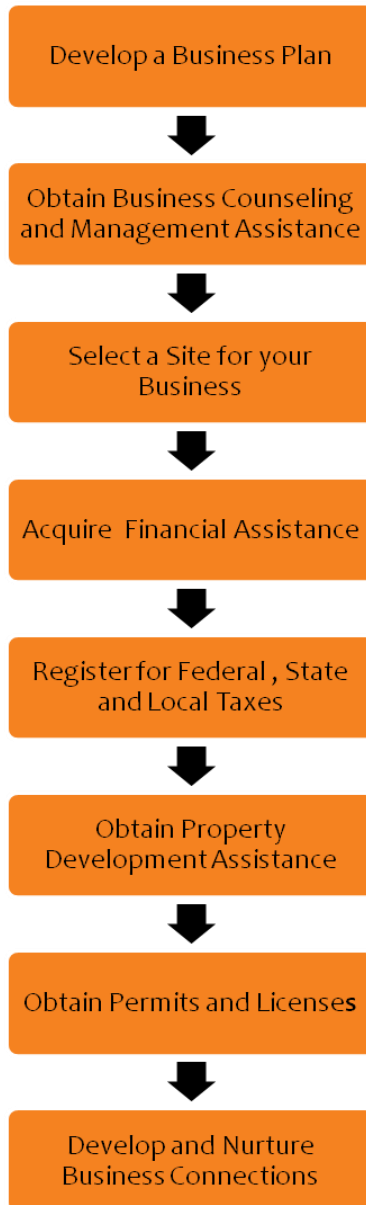
The *Doing Business Guide* is an important resource to facilitate business development. The *Guide* highlights the basic tools and resources necessary to successfully operate a business. Topics such as site selection, property improvements, signage, permitting, taxes and licensing are discussed within this booklet. Specific contact information is provided to make this *Guide* a great “one stop shop” for quick reference.

The *Guide* is downloadable from the Fifth Avenue South Website at **www.fifthavenuesouth.com** either as a full document; or by individual topic to ensure the document is navigable and easily downloadable.

Please note that information in this booklet may change as ordinances, permitting processes, and fees are revised and updated. Users are advised to verify all information with the appropriate department, agency or organization.

If you have any questions or comments regarding the *Doing Business Guide*, please contact the Fifth Avenue South Business Improvement District, Inc. at (239) 692-8436 or by email to **info@fifthavenuesouth.com**.

BUSINESS START-UP FLOW CHART



Property Improvements & Building Permits

Prior to starting any interior or exterior property improvements in the City of Naples and the Fifth Avenue South Special Overlay District, certain permits must be obtained. Listed below are descriptions of the permits needed for various types of work, and the governing departments.

Design Review Board

City of Naples Planning Department

295 Riverside Circle

Naples, FL 34102

(239) 213-1050

Fax: (239) 213-1045

Approval from the City's Design Review Board (DRB) is necessary for certain property improvements within the City and the Fifth Avenue South Special Overlay District. Certain fees may apply.

Design review is intended to be a process for owners, architects and developers to work toward achieving a better community through the guidelines and principles identified in the City of Naples Design Review Handbook. The DRB administers those principles. The DRB covers aspects of architecture, landscaping, lighting and signage for new buildings, building additions over 1,000 square feet, or substantial changes to building facades in Commercial, Multifamily, Planned Development (PD), and Public Service (PS) zoning districts. Single family zoning districts are not subject to design review. The Design Review Board meets every 4th Wednesday at 9:00 a.m.

5th Avenue South is located within the CRA District and Fifth Avenue South Special Overlay District and is governed by a special code section of the City ordinance which addresses exterior design, lighting, landscaping and signage, among other property improvement elements. This specific code can be found at www.naplesgov.com by clicking "City Code of Ordinances" and locating Chapter 58, Article III. Special Overlay Districts, Division 6, Fifth Avenue South Special Overlay District.

TIP: Seeking Architectural Assistance?

AIA Florida, a Chapter of the American Institute of Architects, provides a variety of online resources to aid consumers in finding registered architects and the steps to take when hiring one. Visit their website at: www.aiafla.org/Consumer-Information_About-the-AIA.cfm. For additional listings visit www.napleschamber.org.

City of Naples Building Department

295 Riverside Circle

Naples, FL 34102

(239) 213-5020

Fax: (239) 213-5025

Prior to construction beginning on any property, permits must be obtained from the Building Department in the City of Naples. Fees apply.

- **Building Permit**

Applications for building permits are required to be submitted for installations regulated by Section 105.1 of the Florida Building Code if any owner or authorized agent intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure; or erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system. There are many types of building permits available to applicants, all of which can be found at www.naplesgov.com/Building Permits. Applicants should identify which application applies to their desired interior improvement request, and contact the Building Department with any further inquiries.

- **Demolition Permit**

A Demolition Permit is required if a building is to be totally demolished. It is an involved process, which is comprehensively explained on the Demolition Permit Application (available at www.naplesgov.com/Building Department/Permits). The

department also issues Demolition Permits for interior demolition work. Typically that is when an owner wants to leave the building shell intact but commence to remove interior elements prior to remodeling a unit.

- **Land Disturbance of Site Development Permit**

A Site Permit Application is required whenever there is a grading/major relocation or disturbance of the general ground area on a site. This application is intended to allow staff the necessary information to understand the proposed work. These types of permits are very rare, but further questions can be directed to the City of Naples Building Department at (239) 213-5020.

- **Right-of-Way Permit**

Right-of-way permits are required for all changes or work performed in any right-of-way (ROW) or easements within the City of Naples. All materials and equipment placed in the City's Public ROW shall be subject to inspection and approval by the Street and Traffic Department assignee. Certain fees may apply.

Sewer and/or Water Tap-In

City of Naples Utilities Department

380 Riverside Circle

Naples, FL 34102

(239) 213-4745

Fax: (239) 213-4799

Tap-in would only apply if the property is being cleared for a new building or substantial reconstruction of an existing building that would include changing water meter size that would require a meter application. All Utility fees are paid prior to issuance of a Building Permit. The Utility Permit applications are on the City's website under Utilities Department/Utility Forms.

TIP: Seeking a Contractor?

Collier Building Industry Association (CBIA) represents the interests of the builders—light commercial builders and developers, remodelers, designers, specialty and subcontractors and suppliers to the building industry— in Naples and Collier County. They provide a “Consumers Corner” on their website offering a member’s directory, remodeling tips, important phone numbers, and a resource for checking contractor licenses. Visit CBIA’s site at [**www.cbiamet.com/consumer-corner/**](http://www.cbiamet.com/consumer-corner/).

Signage

Signage is a critical part of identifying your business. This section provides the information necessary to acquire approval for placement of signage for your business.

Sign Permit

City of Naples Building Department
295 Riverside Circle
Naples, FL 34102
(239) 213-5020
Fax: (239) 213-5025

General signage in the City of Naples is addressed in Chapter 50, Article II of the Code of Ordinances.

Signage within the Fifth Avenue Special Overlay District is addressed in Chapter 58; Section 58-1134 of the Code of Ordinances.

Portable A-Frame, Sandwich Board or Free Standing signage is prohibited in the Fifth Avenue Special Overlay District, excepting for restaurant menu boards; and portable restaurant and valet signs, which must be approved by the City Manager per specific criteria.

Review by the Design Review Board and/or staff may be required if the signage is submitted as a part of a larger project or new construction.

Any person who builds and/or installs an accessory structure, including a sign, must first obtain a permit and pay a flat fee as set forth by the City of Naples Building Department. Sign Permit applications can be found electronically on the City of Naples Building Department webpage under Business Permit Forms at **www.naplesgov.com**.

Temporary Sign Permit

City of Naples Building Department

295 Riverside Circle

Naples, FL 34102

(239) 213-5020

Fax: (239) 213-5025

Temporary signs and banners are addressed in Chapter 50, Article II of the Code of Ordinances. Temporary signs associated with a permitted temporary use shall be limited to the duration of the temporary use. Temporary signs are not permitted in the Fifth Avenue South Special Overlay District. Further questions should be directed to the City of Naples Building or Planning Departments.

OSHA - What is it?

The Occupational Safety and Health Administration (OSHA) is the federal agency that administers occupational safety and health regulations. All businesses with employees are required to comply with state and federal regulations regarding the protection of employees. OSHA outlines specific health and safety standards adopted by the U.S. Department of Labor. For more information on applicable regulations, please visit www.osha.gov or contact their Tampa Office at (813) 626-1177.

The information provided in this document has been provided by or gathered from sources deemed reliable. However, the City of Naples, Fifth Avenue South Business Improvement District, Inc. and The Greater Naples Chamber of Commerce do not warrant or represent that the information is true or correct. Users are advised to verify all information independently.