



# City of Sanibel

Planning Department

## GUIDE TO THE CITY OF SANIBEL'S PERMITTING RESOURCES, INFORMATION AND REQUIREMENTS FOR HOME AND PROPERTY IMPROVEMENTS

The City of Sanibel is committed to assisting homeowners with both the development and building permitting processes necessary for improvements to their home and property.

Below are answers to frequently asked questions regarding the City's permitting process and procedures.

### **How do I determine if a City permit is required?**

The City's Building and Planning Departments are prepared to answer any questions and assist homeowners with obtaining the necessary permits. Please visit the Planning and Building Departments at City Hall located at 800 Dunlop Road or contact our offices by telephone, FAX or email.

Building Department  
Planning Department  
FAX  
EMAIL

(239) 472-4555  
(239) 472-4136  
(239) 472-8826  
Sanibel.Plan@mysanibel.com

### **Where can I obtain information about my property, the City's zoning and building regulations, permitting applications, fees and procedures?**

The City's Planning and Building Departments administer the City's zoning and building codes and maintain information and records that will be helpful to property owners considering filing an application for either a home or property improvement. Please contact or visit the Planning and Building Departments. You can also obtain information about City regulations and obtain permit applications through the City's web site at [www.mysanibel.com](http://www.mysanibel.com).

### **What types of improvements will require City permits?**

The City requires two types of permits for many home and property improvements. A Development Permit is required from the Planning Department to insure compliance with the City's Land Development Code and Zoning regulations. A Building Permit is required from the Building Department for the construction, addition, alteration, remodeling and repair of a home or structure to ensure compliance with the Building Code.

Both Development and Building Permits are required for a wide range of improvements including: a new single family dwelling; redevelopment of an existing dwelling; additions, repairs or alterations to a dwelling; and alterations or repairs to nonconforming dwellings. Both Development and Building Permits are also required for accessory structures such as: swimming pools; pool enclosures; decks and patios; and emergency electric power generators.

Typically, only Development Permits are required for: fences; pavers (for surfacing driveways and walkways), minor subdivisions and wastewater disposal system .

Typically, only Building Permits are required for: roof repair and roofing replacement; lawn sprinkler systems; bathroom and kitchen remodeling; outdoor lighting; electrical and heating, ventilation and air conditioning improvements.

### **Where can I obtain information regarding the City's Flood regulations?**

The Federal Emergency Management Agency (FEMA) has defined Sanibel island as a Special Flood Hazard Area due to low land elevations, proximity to the Gulf of Mexico and the potential for heavy rainfall, tropical storms, tidal surge and hurricanes. Flood Insurance is required on Sanibel for all federally backed mortgages. The City of Sanibel has adopted Flood regulations that enable property owners on Sanibel to participate in the National Flood Insurance Program (NFIP). Flood Insurance Rate Maps (FIRM) for Sanibel define base flood elevations for habitable floor levels permitted for all residential construction. Before proceeding with planning and designing additions and alterations to your home, please contact the Planning or Building Departments to determine how the City's Flood regulations may affect your property.

### **Do I need to hire a licensed contractor? How do I determine if a contractor has the necessary licenses to apply for City permits and construct improvements?**

The City of Sanibel is committed to protecting residents from unlicensed contractor activities.

All contractors performing work on Sanibel are required to obtain the necessary licenses.

Homeowners can contact the City's Building Department to determine if a contractor has the necessary licenses to apply for permits and perform specific types of construction. The City's web site at [www.mysanibel.com](http://www.mysanibel.com) also provides a list of licensed contractors.

### **Do I need a permit to clear vegetation from my property?**

Home owners will need to obtain a Vegetation Permit for the following activities: cutting or trimming more than 25% of the native vegetation on a property; trimming mangroves; using mechanical equipment to clear exotic vegetation on properties of 1 acre or more; and using chemicals to remove vegetation. Please contact the Planning Department or visit the City's web site at [www.mysanibel.com](http://www.mysanibel.com) if you have any questions regarding vegetation trimming or clearing.

**Again, the City of Sanibel is committed to assisting home owners with the development and building permitting requirements that are essential to preserving the character and quality of our unique island environment.**