

The new historic building ordinance 16-116 has been approved by City Council. Please see below. All interior renovation work that does not affect the exterior can be permitted directly using the new permit application without SHPO approval required. If there is exterior work (doors/windows/siding/roofing, etc.) SHPO approval must be obtained then the permit application can be submitted. Please also see the 6 steps document from NHS, attached. This process is new and the building department is working on their forms and web site information, please contact City of Naples Building Official, Craig Mole, if you have any questions.

Sec. 16-116. – Historic Buildings

- (a) Purpose. It is the intent and purpose of this section to promote through the preservation and rehabilitation of historic interest in the city and to adopt regulations to ensure the preservation of historic resources in the community.
- (b) Historic building is defined as:
 - (1) Individually listed in the National Register of Historic Places; or
 - (2) A contributing resource within a National Register of Historic Places listed district; or
 - (3) Determined eligible by the Florida State Historic Preservation Officer for listing in the National Register of Historic Places, either individually or as a contributing property in a district.
- (c) Historic district defined. A Historic District in the City of Naples is listed in the National Register of Historic Places. The boundaries of the listed historic district are shown on the Overlay District Map of the City of Naples Comprehensive Plan.
- (d) Contributing resource defined. A contributing resource is any building, structure, object or site within the boundaries of the historic district which contributes to the significance of the district as a whole. For the purpose of this article, “contributing resources” in the historic district must be determined eligible by the Florida State Historic Preservation Officer or approved by the Keeper of the National Register.
- (e) Historic building designation procedure (for those structures outside of the City of Naples Historic District or not previously designated). Requests for designation of an individual building (commercial or residential) must be made to either the Florida State Historic Preservation Office or the Keeper of the National Register of Historic Places. A building for which a request is made is not a historic building until that office deems the building eligible for listing in the National Register of Historic Places.
- (f) Historic buildings in flood hazard areas. Historic buildings as defined in section 16-116(b) will not be subject to the substantial improvement or substantial damage requirements for floodplain management purposes provided the conditions for approval in section 16-116(g) are met.
- (g) Conditions for Approval.

- (1) The applicant must first submit the proposed project construction design documents to the Florida State Historic Preservation Office for review to determine that the proposed project will not preclude the structure's continued designation or continued eligibility for listing as a historic structure.
 - a. All work including but not limited to exterior, interior, additions and demolition must be reviewed and approved by the Florida State Historic Preservation Office prior to submittal to the city for a building permit.
 - b. Exception: Florida State Historic Preservation Office review is not required for:
 1. Minor plumbing, electrical, mechanical, and fire alarm and extinguishing equipment improvements and repairs, provided the work will not cause alteration of historic design, historic materials or affect the historical significance of the structure.
 2. Level 1 alterations, as defined in the Florida Building Code, Existing Building for kitchen or bathroom(s) upgrades that do not affect the exterior of the structure.
- (2) The applicant must provide a minimum of one of the following hazard mitigation efforts which must not adversely affect the structure's continued designation or eligibility for designation as a historic structure as determined by the State Historic Preservation Office or the Keeper of the National Register of Historic Places:
 - a. Addition of flood openings;
 - b. Elevation of the structure;
 - c. Provide for positive drainage away from the structure;
 - d. Elevation of equipment servicing the structure;
 - e. Replace existing building materials in areas below the base flood elevation; with flood damage-resistant materials;
 - f. Strengthen the foundation system;
 - g. Harden the roof structure;
 - h. Protection of all openings; or
 - i. Alternative proposed mitigation efforts not listed above are subject to review and approval by the building official and the Floodplain administrator.

(h) Submittal requirements. The following are the submittal requirements for a proposed project:

- (1) A written application must be submitted to the city manager, or his designee, demonstrating that the conditions for approval have been met. This application will be submitted in conjunction with a building permit application.
- (2) The complete submittal package reviewed and approved by the State Historic Preservation Office, including the proposed and approved project construction design documents, all related correspondence, and the project approval letter.
- (3) A written building permit application must be submitted to the building official and must include, an elevation certificate and all project construction design documents related to the building permit application