



Rehabilitating an Historic Building? Six Steps to Get You There!

4/16/2020 – Revised

1. Contact Naples Historical Society – 239-261-8164, or the Naples Building Official – 239-213-5008. Both the Naples Historic Society and the Building Official are available to answer Historic permitting questions.
2. Determine the historic significance of the house or commercial building: Is the building historic, and is it located in or out of Naples Historic District? Is the work eligible to obtain an exemption from obtaining SHPO review per Naples Code of Ordinances Section 16-116 and compliance with Florida Building Code substantial improvement Sections 1612 & R322 for Historic Buildings?
 - a. The Society will verify if the house is historic and if it is recognized in the National Register (in the Naples Historic District). If **IN** the District, owners may apply for an exemption from the Naples floodplain regulations **AND** the FBC substantial improvement requirements. Follow steps 3-6 noted below.
 - b. If **OUT** of the District, the Society will counsel the owner on submitting the “eligibility,” application to the State of Florida. This is a precursor to applying for exemptions noted above. This review is at the state level. If a non-District structure is deemed eligible, follow steps 3-6 noted below.
3. Only projects on recognized Naples Historic Buildings that include exterior renovations/additions (doors/windows/roofing/siding) need SHPO approval. If so, follow step 4 and wait a maximum of 30 days for SHPO’s review; revise if requested and re-submit. If only interior improvements that do not affect the exterior of the building are proposed, then SHPO approval (step 4) is not needed, the contractor can submit the Historic Building permit application (step 5).
4. Send the following to Jason Aldridge, Compliance Supervisor at SHPO (jason.aldridge@dos.myflorida.com):
 - a. Site location/project address, and
 - b. Location map showing extent of project area, and
 - c. Thorough description of the work, including a narrative of how the proposed modifications will “maintain the historic character” of the house, and
 - d. Construction design documents, and
 - e. Exterior photographs or other images of specific areas of the property and, if helpful, photos/images of the street and/or adjacent structures to add context, and a
 - f. Naples Historical Society letter of support and verification of historic recognition.
Appraisals are not necessary for eligible historic structures.
5. Complete the City’s one-page Historic Building Addition/Alteration Permit Application (additional information for compliance with Naples Construction Site Ordinance 16-291 will be required if there is a 1,000 sq. ft. addition or more) electronically via the City of Naples CityView online web portal (step 6). (<https://cityview2.iharriscomputer.com/CityofNaplesFlorida/Account/Logon>)
6. Submit online the completed permit application, Naples Historic Building Exemption form, the official letter of review approval from SHPO (if applicable), construction design documents and other support materials, floodplain elevation certificate, Hazard Mitigation effort, and the Society’s letter of support. Building additions will need Planning approval for zoning ordinance compliance. Fast-track building permits are available for approved historic structures upon approval of the Building Official.

Will your proposed plans *maintain the historic character* of the house?

Secretary of the Interior's Standards

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- d. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

We suggest the homeowner team contact Naples Historical Society for additional information about maintaining the historic character of the historic house. **239-261-8164.**

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