CODES EFFECTIVE 7/1/2015:
FBC Fifth Edition (2014)
National Electric Code 2011
FIRE Fifth Edition (2014)

BUILDING – FLOODPLAIN – DEVELOPMENT PERMIT APPLICATION
MONROE COUNTY FLORIDA
(Effective 8/16/16)

INTERNAL USE ONLY	DATE:	Rec'd by:	PERMIT #
	☐ Emergency ☐ Fast Track ☐ Over Counter ☐ DEMO(☐Asbestos) ☐ Revision (A -B -C -D ____) ☐ ROGO(RES) ☐ NROGO (COM) ☐ AFH		YEAR BUILT (Per Property Appraiser web) BLD Value

JOB SITE INFORMATION:

RE# (Parcel id#)	**Job Address:**
Legal Description Lot/Block/Unit	**Location Information:** Key:_____ MM _____ Subdiv

OWNER INFORMATION:

OWNER BUILDER: **ALL OWNER BUILDERS MUST APPEAR IN PERSON - F.S.489.103(7) Check if Owner Builder >>>** ☐

Name and Mailing Address	*Email (See Owner's/Qualifier's Affidavit Pg 3)*	**Phone:** ( )
Fee Simple Titleholder (if applicable-other than owner) *Name and Mailing Address*		**Phone:**
Mortgage Lender *Name and Mailing Address*		

CONTRACTOR INFORMATION:

Any change in contractor information must be provided on "Qualifier/Contractor/Address Change Form"

Company Name and Mailing Address	*Email (See Owner's/Qualifier's Affidavit Pg3)*	**Phone:** ( )
Qualifier *Name*	*License #*	

OTHER PROFESSIONAL INFORMATION:

Drawings by Architect / Engineer/ Contractor	*Name and Mailing Address*	*Email*	**Phone:**
Private Provider	*Name and Mailing Address*	*Email*	**Phone:**

Type of Service: ☐ Plan Review & Inspections ☐ Plan Review only ☐ Inspections only

Agent	*Name and Mailing Address*	*Email*	**Phone:**
Bonding Company	*Company Name and Mailing Address*		

Debris Removed by ☐ **Applicant** ☐ **Specialty Contractor – Name >**

SUB CONTRACTOR(s) Name/License # (if applicable): Provide Sub Contractor Authorization for each

SUBMITTED WITH APPLICATION:

☐ TWO (2) SETS of PLANS *
☐ Contract Statement displaying legitimate total cost
☐ Environmental/Planning (Page 4)
☐ Residential Site Plan Checklist
☐ ATF (Page 5)

* All plans prepared shall have the preparer's signature, printed name, date and contact information printed on them. Acceptable preparers: architects, engineers, qualifier for contractor business or owner if owner builder permit.

JOB DETAILS:

Please be advised that for work not indicated, that is later determined by examination of plans or onsite, required fees related to that discipline will be charged following the "Work Commencing Before Permit Issuance" penalty fee policy. (Fee Resolution Section G; MC Code Ch 6).

TOTAL COST FOR WORK: **$**

Please Note:
Job value provided may be audited using ICC Building Valuation Data methodology

Estimated Total Sq Ft:

TYPE:	CHANGE IN OCCUPANCY/USE:	LOCATION ON PROPERTY:	WILL NEW GROUND BE DISTURBED W/ DEVELOPMENT?	CONSTRUCTION:
☐ Residential/Duplex/MH ☐ Commercial / MultiFam	☐ Yes ☐ No	☐ Interior ☐ Exterior ☐ BOTH	(Change in footprint): ☐ Yes (ENVIR) ☐ No	☐ New ☐ Repair/Renov.

SUBs – WORK Acknowledgment:

ELECTRIC: ☐ No ☐ Yes **MECH/FUEL/GAS:** ☐ No ☐ Yes **Elevator:** ☐ Yes **PLUMBING:** ☐ No ☐ Yes

AC REPLACEMENT				Plumbing Sewer Lateral Tie In		Electric Permit Associated w/ Plumbing Sewer Lateral Tie In
Same Location (inside footprint): ☐ YES ☐ NO	☐ Condenser Only ☐ Air Handler & Condenser (Calcs reqd) ☐ Package Unit	***TONNAGE:*** Current: Proposed:	***SEER:*** Current: Proposed:	☐ Grinder Pump ☐ Lift Station ☐ Gravity	☐ Residential/ Duplex/MH ☐ Commercial / MultiFam	☐ Grinder Pump ☐ Lift Station

DEMO	FENCE	RECONNECT/ SAFETY ELECTRICAL	ROOF	SIGN	SOLAR UNIT	SPA
☐ Full / All of Structure ☐ Partial (Detail Below) (PLAN)	**LOCATION:** Under House ☐ YES ☐ NO **FENCE TYPE:** ☐ Concrete ☐ With Electric ☐ Chain/Iron/Wood/PVC	☐ YES	☐ New ☐ Re-Roof ☐ Re-Cover	☐ Change of Face/ Copy Only (NoEXAM) ☐ Construction Change	☐ Photo-voltaic (No PLUMB)	☐ Portable ☐ Inside footprint (No ENVIR)

DETAIL SCOPE OF WORK:

JOBS INVOLVING ENVIRONMENTAL COMPONENTS: MUST submit PAGE 4 of Application
(Boat Davits-Lifts, Docking Facility, Dock/Seawall Repair, Seawall (w/o Dock), Retaining Wall, Clearing/Grubbing, Dredging, Excavation, Fill, Riprap, Hazardous Tree, Invasive Exotics,Tree Rem/Trim, Landscaping, and Land Development Permit for Chickees by Miccosukee or Seminole Indians)

WORK COMMENCING WITHOUT PERMIT (ATF): MUST submit PAGE 5 of Application

Floodplain Information can be found online FEMA Flood Map Service Center (https://msc.fema.gov/portal)

WARNING TO OWNER

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING NOTICE OF COMMENCEMENT.
(FL Building Code 105.8)

A certified copy of the recorded Notice of Commencement or a notarized statement from the owner of the property or the owner's authorized agent (including any contractor that has been authorized below) stating that a Notice of Commencement has been filed for recording to the Monroe County Clerk's Office for recording along with a copy of the Notice of Commencement submitted for recording, must be submitted to Building Department and posted on the job site before the first inspection. (FS 713.13(1)(a), 713.13(1)(d))

ASBESTOS AGREEMENT: (Initial If Applicable: _____)
As owner/contractor/agent of record for the construction applied for in this application, I agree that I will comply with the provisions of the Florida Statute 469.003 and to notify the DEP of my intent to demolish/remove a structure at the above address and remove asbestos, when applicable, in accordance with state and federal law.

SOLID WASTE ASSESSMENT:
Upon completion of the project for which I have made application for a Building Permit, I must pay the pro-rated residential solid waste assessment, or show proof of commercial service with a franchised commercial collector prior to issued Certificate of Occupancy.

OUTSIDE LOCAL, STATE and FEDERAL AGENCIES:
In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies."

OWNER'S/QUALIFIER'S AFFIDAVIT:

- Application is hereby made to obtain a permit to do the work and installations as indicated.
- I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.
- I understand that a separate permit (sub on a permit) must be secured for Electrical, Plumbing, Signs, A/C, etc. as appropriate.
- I hereby certify that all of the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.
- I understand that notification from County regarding permit status is communicated via Email or Phone. If this information is not provided or updated with the County throughout the life of the permit, the County will not be able to provide notification service.
- The homeowner hereby expressly acknowledges and agrees that it is the responsibility of the homeowner to ensure all permits are closed following final inspections and failure to do so may likely interfere with homeowner's ability to sell the property identified in the permit.
- I understand that permit fees paid upon submission of application are non-refundable.

Owner (print):	Qualifier (print):
Signature:	Signature:
Date:	Date:
NOTARY Signature as to Owner :	NOTARY Signature as to Qualifier
This _____day of _____ , 20____ , he/she is personally known to me or has produced _____ as identification and who did (did not) take an oath.	This _____day of _____ , 20_____ , he/she is personally known to me or has produced _____ as identification and who did (did not) take an oath.
My Commission Expires on:	My Commission Expires on

Permit#:

Environmental/Planning ~ Required Information

CHECK JOB TYPE (*= Requires an Existing Conditions Report):

BLASTING * BOAT DAVITS/ LIFTS CLEARING/GRUBBING * DOCK DREDGING
EXCAVATION * FILL * RIPRAP RETAINING WALL SEAWALL w/ or w/o DOCK
Land Development Permit for Chickees by Miccosukee or Seminole Indians*

CHECK JOB TYPE - Does NOT Require an Existing Conditions Report:

LANDSCAPING TREE REMOVAL/TRIMMING

CHECK JOB TYPE (Field inspection may be required):

INVASIVE EXOTICS (Less than 10 stems) HAZARDOUS

If review determines otherwise Exotic or Hazard, additional fees will be added and due for payment upon permit issuance.

JOB DETAILS

Existing Conditions Report Submitted? YES NO
Mitigation Plan Submitted? YES NO
Barge work required? YES NO

Construction debris will be removed by:
Applicant
Specialty Contractor (Name):

List amount of material:	**VOLUME (in cubic yards):**	**MATERIAL**	
		Waterward of M.H.W.	**Landward of M.H.W**
Excavated			
Dredged			
Filled			
Deposited			

DETAILED SCOPE OF WORK:

OTHER OUTSIDE AGENCY PERMITS/APPROVALS:

ACOE Permit #	**DEP Permit #**	
FWS Permit #	**Other:**	

PLANNING – ROGO Energy and Water Conservation – CHECK (✓) ALL THAT APPLY

(Note - Points only for available for lands designated as Tier III)

Check (✓)		***To assist in the review of ROGO points, include requested point criteria on the site plan***
	+3pts	Proposes a dwelling unit designed according to and certified to the standards of a sustainable building rating or national model green building code.
	+1pt	Dwelling unit includes installation of a permanent concrete cistern with a minimum capacity of 1,000 gallons.
	+2pts	Dwelling unit includes the installation of a gray water reuse system, meeting the requirements of the Florida Building Code.
	+1pt	Dwelling unit includes installation of a solar photovoltaic collection system, a minimum of 3KW in size or the equivalent in other renewable energy systems.
	+0.5pt	Dwelling unit includes installation of one or both of the following technologies: a. Ductless air conditioning system. b. High efficiency chillers.

Permit#:_____

CODE Case #: CE_____

Work Commencing Before Permit Issuance (ATF)

Building Department Fees are One Hundred Percent (100%) penalty per MC Fee Schedule Resolution, Section M. In addition, the following fees will apply:

Code Compliance Information (Required for All ATF Applications)	Environmental Information (Required If FILL or CLEARING Application Only)
TOTAL COST for Completed w/o Permit: (Per MC Section 6-110(a)(1)	*TOTAL SQ FT for FILL or CLEARED w/o Permit:* (Per MC Section 6-110(a)(3)or(4)
$	

The following information is required at the time of submittal of an After-The-Fact (ATF) building permit application:

- ☐ Completed Application: Pages 1 – 3, Page 5, and Page 4 if applicable
- ☐ Detailed scope of work below
- ☐ Sealed "As-Built" plans designed to the current building code and wind speed, as well as other required documents based on the project.
- ☐ Survey or site plan (if applicable)
- ☐ Copy of Notice of Violation with Code Compliance case number (if applicable)
- ☐ Acceptable proof of ownership, if current owner is not detailed on the Property Record Card.
- ☐ Elevation certificate (if applicable)

DETAILED SCOPE OF WORK:

Staff:_____**RE#**_ _ _ _ _ _ _ _ - _ _ _ _ _ _ **Permit#**_____ **Date:**_____

MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Marathon, FL (305) 289-2501
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL (305) 453-8800
Lower Keys Office: 5503 College Road, Key West, (305) 295-3990

Site Plan Requirements Checklist: Residential

This form must accompany site plan submissions. Any revised submissions must also have the original marked Site Plan Submission Requirements checklist attached. (Effective 10/1/14)

Permit Types:

Addition-Residential
FEMA Funded Residence
Mobile Home
Mobile Home-Affordable
Mobile Home-Replacement
Single Family:
-Afford to Market Rate
-Afford Fee Exempt
-Afford Inclusionary
-Affordable Housing
-Conventional
-Employee Housing
-From Guest House
-From MH
-Modest Housing
-Modular
-Replace

AT THE TIME OF PERMIT APPLICATION SUBMISSION

Site Plans submitted with building permit application will be accepted for compliance review (per MC Sect 138-25(3)) IF:

____**A.** Survey dated 12 months or less if conditions (i.e. structures, flood zone, easement, deed restrictions, etc.) have not changed.
If survey is older than 12 months, please initial this acknowledgement statement:

_____*I have submitted a survey that is older than 12 months and confirm that structural, flood, easement, and other nonstructural related attributes have not changed since the date of the survey attached. I understand if it is determined upon review that there have been changes I must provide a new survey for this permit application within a timely matter to prevent the application from expiring.*

____**B.** The site plan shall be prepared and sealed when required by law by a professional architect or engineer.

____**C.** Plans drawn to a scale of one inch equals ten (1"=10') or twenty (1"=20') feet unless another working scale is approved in advance of submittal by the Building Official/Planning Director. *Please try to use hatching or clouding instead of color legends to distinguish areas*

At a minimum, drawn to depict the following on the Site Plan, as impacted by development:

____**D.** Title indicating property address (if available), real estate (RE) #, legal description, date, revision date(s) if applicable, north arrow and graphic scale;

____**E.** Boundary lines of site, and, if applicable, interior property lines transecting the site and mean high-water lines (shown in accordance with Florida Statutes); all attributes from boundary survey;

____**F.** Locations and dimensions of all existing and proposed structures, including paved areas, the need for parking spaces and clear site triangles;

____**G.** Setback and Flood Zone lines as required by the Land Development Code;

____**H.** The location of existing public utilities, including location of the closest available water supply system or collection lines and the closest available wastewater collection system or collection lines (or on-site system proposed to meet required County and State wastewater treatment standards); Location of fire hydrants or fire wells;

____**I.** Outside Agency Approval Stamp on site plans as appropriate;

____**J.** A table providing:

- ☐ Future Land Use Map (FLUM), Land Use District (Zoning), and Tier designation;
- ☐ Flood zones pursuant to the Flood Insurance Rate Map panel number

Effective 10/1/14 ✓= Accepted for review **N/A**= Not Required ✸= Required

As reasonably required, if deemed necessary to complete a full review of the application, the planning director may request additional information or coordination letters from other agencies.

Staff:_____RE#_ _ _ _ _ _ _ _ - _ _ _ _ _ _ Permit#_____ Date:_____

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-Afford Fee Exempt
-Afford Inclusionary
-Affordable Housing
-Conventional
-Employee Housing
-From Guest House
-From MH
-Modest Housing
-Modular
-Replace

Additional documentation to the Site Plan, as impacted by development:

____**K.** Drainage plan including existing and proposed topography, all drainage structures, retention areas, drainage swales and existing and proposed permeable and impermeable areas;

____**L.** Outside Agency Approval Letters as appropriate;

____**M.** Pre- and Post- Construction grade elevation statement specifying that no new structures shall exceed or otherwise violate the height and floodplain management limitations; "A" Zone elevation from top surface of first floor; "V" Zone bottom surface of lowest horizontal structural member.

SITE PLANS ACCEPTED FOR REVIEW:

Site Plans will be forwarded to a plans examiner for review of compliance with all items on this document including the items below. (per MC Sect 138-25(3))

At a minimum, drawn to depict the following on the Site Plan, as impacted by development:

____**N.** Location, size and species of required Street Tree (114-104);

____**O.** Extent and area of wetlands, open space preservation areas and conservation easements. If wetland area unknown, wetland delineation can be acquired (Prior to Submittal) through private contractor or by county biologist (fee $60/hr per MC Ordinance 134-2011);

____**P.** Delineation of habitat types to demonstrate buildable area on the site, including any champion and specimen trees identified and any potential species that may use the site (certified by an approved biologist and based on the most current professionally-recognized mapping by the U.S. Fish and Wildlife Service);

____**Q.** Size and type of buffer yards and parking lot landscaping areas, including the species and number of plants;

____**R.** Design Criteria: Exposure category is assumed to be "D" unless "C" or "B" can be demonstrated according to FBC 1609.4.3. Provide a map with maximum distance of structure from all shorelines.

____**S.** A table providing:

- ☐ Total amount of area and upland area of the site;
- ☐ Amount of impervious and pervious area.
- ☐ Calculations for land use intensity, open space ratio, and off-street parking.

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