The following information is required at the time of submittal of an after-the-fact building permit application:

- Completed applications:
  1. Building Permit for “After-the-Fact” (staff will check ATF box)
  2. Building Permit for “To be Completed” portion

NOTE: applications must detail square footage and costs

- Cost breakdown worksheets: “After-the-Fact and “To Be Completed”

- Detailed scope of work (separate sheet, if necessary)

- 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

- Acceptable proof of ownership, if current owner is not detailed on the Property Record Card.

- Initial Application fee of $500

- Elevation certificate (if applicable)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
**MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT**

**COST BREAKDOWN WORKSHEET**

**“AFTER THE FACT” PORTION**

Please provide cost information for the appropriate segments of work related ONLY to the After-The-Fact (ATF) Permit work. Please duplicate and complete form for additional space.

<table>
<thead>
<tr>
<th>Type of Work:</th>
<th>AMOUNT OF MATERIAL</th>
<th>MATERIAL COST</th>
<th>LABOR HOURS</th>
<th>LABOR COST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXAMPLE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>10 FT WIRING</td>
<td>$.50/FT = $5</td>
<td>1</td>
<td>$20/HR</td>
</tr>
</tbody>
</table>

**TOTAL**
“TO BE COMPLETED” PORTION

Please provide cost information for the appropriate segments of work NOT related to the After-The-Fact (ATF) Permit work. Please duplicate and complete form for additional space.

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>AMOUNT OF MATERIAL</th>
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| TOTAL        |                    |               |             |            |