



# MONROE COUNTY BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Marathon, FL 33050(305) 289-2501

Upper Keys Office: 102050 Overseas Highway, Key Largo, FL 33070 (305) 453-8800

Lower Keys Office: 5503 College Road, Key West, FL 33040 (305) 295-3990

## Application to Request Letter of Reciprocity

NOTE: Licensee can only reciprocate if Monroe County was the sponsoring County

### INSTRUCTIONS:

1. Complete form
2. Mail or drop off completed form to any of the offices listed above. Please allow up to **five business** days for processing.

Please print legibly

Indicate below the county/municipality you are requesting the Letter of Reciprocity to be mailed to:

Attn: \_\_\_\_\_

County/Municipality: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### REQUESTED BY:

Contractor's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

(If applicable)

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Check here if you wish to receive a copy

### OFFICE USE:

RECEIVED:	BY:
E-MAILED:	MAILED: