



MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT

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

