

MONROE COUNTY GROWTH MANAGEMENT DIVISION BUILDING DEPARTMENT

Sr. Director/Building Official
Monroe County Regional Service Center, 2798 Overseas Highway, Marathon, FL (305) 289-2501
Upper Keys Office: 102050 Overseas Highway, Key Largo, (305) 453-8800
Lower Keys Office: 5503 College Rd., Key West, (305)295-3990



Engineer Letter Submission Requirements

Prior to submitting an Engineer letter the Building Official must be contacted directly for pre-approval.

Once approval has been given please submit an Engineer Letter to include the following:

- Job location address
- Permit number
- Applicable code under which job was performed
- Type of inspection letter covers
- Engineering Statement of Certification to the applicable Building Code
- Original copy of signed and sealed letter