APPLICATION INTAKE CHECKLIST

*This checklist is not all inclusive. Additional documents may be required based on scope of work*

- Complete current Monroe County Building Permit Application
  - Applicant must be either the owner or qualifier
    - If not, applicant must be named as an “Agent” of the Contractor.
    - **Owner Builders cannot have Authorized Agents F.S. 489.103(7)**
  - Owner-Builder – Indicate by checking the checkbox
    - Submit completed “Owner-Builder” Affidavit To be signed and Notarized. (Must Always be approved by Building Official, Assistant Building Official or Designee prior to issuance)
  - Private Provider on permit – Complete information and checkbox for type of service.
    - If yes, complete and submit “Notice to Building Official for Use of Private Provider” forms.
  - Sub-Contractor section to be completed if known or indicate TBD.
    - (Every Sub Contractor must have a Sub Contractor Authorization Sign on Letter prior to issuance.)

- Current Property Record Card (dated within 30 days) - Owner(s)
  - Owner name must match application
    - If not, recorded Warranty Deed or a Certified copy of the Warranty Deed required.
    - If property has Trust, LLC, or other ownership – Copy of the Trust, Sunbiz, Affidavit of Trust, Corporation Documents or other proof of who can sign must be included.

- Current Property Record Card (dated within 30 days) - Vacant Land
  - If vacant “Address Assignment request” request must be completed prior to application.

- Two sets of plans must be submitted.
  - A current site plan must be included to show where on the property the work is being performed
  - All plans submitted shall have the preparer’s original signature, printed name, date and phone number printed on them. Acceptable preparers: architects, engineers, qualifier for contractor business or owner if Owner/Builder permit.

- Survey: One Original and one copy of a Signed and Sealed current Survey for the following:
  - New and Replacement Residential and Commercial buildings and structures
  - Additions to Residential and Commercial buildings and structures
  - New and Replacement Residential and Commercial Accessory buildings and structures
  - Pools

- Two sets of Product Approvals if required per scope of work.

- Energy Code Calculations
  - Required for new or addition to conditioned space.

- Other Agency Documents as required:
  - FKEC/Keys Energy approval required for the following:
    - If this work increases the electrical load.
    - If it affects the service entrance or relocates it.
    - If pool is part of project.
    - If photovoltaic system (PV system).
    - If it affects service entrance power lines.
  - FKAA or KLWTD Letter of Coordination for
    - New/Replacement of Single Family Residence
    - Duplex
    - Commercial Structures
    - Demos
    - Sewer Connections
  - DOH approval for Commercial Swimming Pools