

Monroe County Building Department

Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ Lower Keys Office: 5503 College Road, Key West, 33040, (305) 295-3990
 Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ Ocean Reef Office: 11601 CR 905, Key Largo, FL 33037, (305) 453-8765
<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

APPLICATION INTAKE CHECKLIST

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

<input type="checkbox"/>	Complete current Monroe County Building Permit Application	
<input type="checkbox"/>	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)**	
<input type="checkbox"/>	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)	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	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.)	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Current Property Record Card (dated within 30 days) - Vacant Land If vacant "Address Assignment request" request must be completed prior to application. Submit "Address Request Application" at http://fl-monroecounty.civicplus.com/forms.aspx?fid=75	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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.	
<input type="checkbox"/>	Survey: One Original and one copy of a Signed and Sealed current Survey for the following: <ul style="list-style-type: none"> • 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 	
<input type="checkbox"/>	Two sets of Product Approvals if required per scope of work.	
<input type="checkbox"/>	Energy Code Calculations Required for new or addition to conditioned space.	
<input type="checkbox"/>	Other Agency Documents as required:	
	FKEC/Keys Energy approval required for the following: <ul style="list-style-type: none"> • 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. 	FKA or KLWTD Letter of Coordination for <ul style="list-style-type: none"> • New/Replacement of Single Family Residence • Duplex • Commercial Structures • Demos • Sewer Connections
		DOH approval for Commercial Swimming Pools