

PERMIT TYPE SUMMARY for COMMUNITY DEVELOPMENT SYSTEM ONLINE PERMITTING SYSTEM

8/9/2023

Community Development

New applications, including if permit expires in CP+ it must be re applied for in Community Development

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PERMIT TYPE	Brief Description	Job Type Options	Record # format	Fees	Plan Review Defaults Only Changes: PRP Code (if ATF)	Approval for Issuance	Plan Review 1st Cycle Turnaround Time (Business Days) ** See Legend on Last Page	Expiration Rule Applied * See Legend on Last Page	Permit Issued	Insp Reqd (Y/N) & LAST Passed Insp (Initiating Certificate / Closing)	CC or CO	REQUIRED DOCS	OTHER DOCS
ROOFING	Stand alone trade for Residential and Commercial roofing work		R-ROOF-YYYY-#### C-ROOF-YYYY-####	Job Value Based	PLAN STRUCT FLOOD COM: FIRE	N/A	Fast Track 4 days	YES * (2)	YES	YES 294	CC	FL Building Code 7th Edition (2020) High Velocity Hurricane Zone Uniform Permit Application Forms, Notice Of Acceptance for Underlayment and roof covering	Truss Drawings
ELECTRIC	Stand alone trade for Residential and Commercial new, replace, and/or repair electrical work	EV Charger, Generator, Rewire, Satellite Dish COM, Service Change or Upgrade, Solar Panels, Subpanel and/or Additional Circuits, new Temporary Power Pole, Reconnect/Safety Electric Inspection	R-ELEC-YYYY-#### C-ELEC-YYYY-####	Job Value Based Exception: Reconnect/Safety Electric Inspection	PLAN ELECT FLOOD COM: FIRE	N/A	Fast Track 4 days EXCEPTIONS Solar Panels and Generators 20 days	YES * (2)	YES	YES 399	CC	Site Plan	Electric Utility Approval, Construction Drawings, Engineer Drawings, Shop Drawings, Product Approval
GAS	Stand alone trade for Residential and Commercial new, replace, and/or repair work with gas.	LP Gas, Petroleum Tanks, Fixtures (pool heater, generator, range, grill, water heater, dryer, fire pit, gas lighting, fire place)	R-GAS-YYYY-#### C-GAS-YYYY-####	Job Value Based	PLAN STRUCT MECH FLOOD COM: FIRE	N/A	Fast Track 4 days EXCEPTIONS Generators 20 days	YES * (2)	YES	YES 599	CC	Site Plan, Construction Drawings	Product Approval, Electric Utility Approval, Boyancy Calculations, Engineer Drawings
MECHANICAL	Stand alone trade for Residential and Commercial new, replace, and/or repair mechanical work	Replacing or Installing new Air Conditioning, kitchen Hood, Exhaust, Refrigeration, Chillers, Pool/Spa Heater (replacement)	R-MECH-YYYY-#### C-MECH-YYYY-####	Job Value Based	PLAN MECH FLOOD COM: FIRE	N/A	Fast Track 4 days	YES * (2)	YES	YES 499	CC	Site Plan, Construction Drawings	Refrigerant Recovery, Energy Code Calculations, Electric Utility Approval
SEWER TIE IN: Plumbing and/or Electric (One Single Family Residence)	Sewer Tie In for Single Family Residential only		R-SEWTIN-YYYY-####	Set Fee	PLUMB If Conditions dictate review PRP	N/A	Fast Track 4 days	YES * (1)	YES	YES 699	CC	Site Plan, Department of Health Permit	Key Largo Wastewater Treatment Coordination Letter (upper keys permits), Water Utility Coordination Letter (lower keys)
PLUMBING	Stand alone trade for Residential and Commercial new, replace, and/or repair plumbing work, including Commercial sewer tie in	Lift Station, Treatment Plant, Irrigation, Water Service, Cistern, Pool/Spa Maintenance, Commercial Sewer Tie Ins	R-PLUMB-YYYY-#### C-PLUMB-YYYY-####	Job Value Based	ENVIR PLUMB COM: FIRE	N/A	Fast Track 4 days	YES *(2)	YES	YES 699	CC	Site Plan, Construction Drawings	Key Largo Wastewater Treatment Coordination Letter (upper keys permits), Water utility Coordination Letter (lower keys), Department of Environmental Protection permit, DOH Permit

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REMODEL / REPAIR / CHANGE IN USE/OCCUPANCY (w/ or w/out construction)	Remodeling or repair of residential or commercial interior or exterior components (not structures) and/or Change of Use / Occupancy (whether construction is or is not occurring with this change).	Awnings, Cabinets, Change of Use/Occupancy w/ or w/o construction occurring, Component (Siding/Cladding), Concrete Slab, Curbing, Deck, Elevator/Chairlift, Floodproofing (COM only), Handicap Ramp, Lattice Wood/Screening, Paving/Driveway/Walkway, Porch Enclose or Screened, Shutters, Tie Down, Spalling, Stairs, STEP (Storm Related), Stucco, Window/Doors	R-RMDL-YYYY-#### C-RMDL-YYYY-####	Job Value Based Exception: Shutters, Change of Use/Occupancy (w/out construction)	PLAN ENVIR STRUCT FLOOD COM: FIRE	Official Des-Struct		YES *(2)	YES	YES 199	CC or CO (if change of use / occupancy)	Site Plan, Construction Drawings	NOA's, Engineer Drawings, Energy Code Calculations, Electric Utility Approval, Water Utility Coordination Letter
DEMOLITION (Total not partial)	Total Demolition of residential or commercial structures. Partial demo of interior or exterior components related to remodels/repairs of components should be applied for as REMODEL/REPAIR		R-DEMO-YYYY-#### C-DEMO-YYYY-####	Job Value Based	PLAN ENVIR STRUCT FLOOD ELECT MECH/GAS PLUMB COM: FIRE	Official Des-Struct		YES *(2)	YES	YES 295	CC	Site Plan, Construction Drawings	Refrigerant Recovery, Water Utility Coordination Letter, Key Largo Wastewater Treatment District Letter of Coordination
SITE WORK	Site Work preparation	Clearing, Fill, Site Work Note: Landscaping information must be on site plan	SITE-YYYY-####	Job Value Based	PLAN ENVIR STORM STRUCT FLOOD ELECT MECH/GAS PLUMB COM: FIRE	Official Des-Struct		YES *(2)	YES	YES 199	CC	Site Plan, Construction Drawings	Water Utility Coordination Letter, Electric Utility Approval, Survey, Key Largo Wastewater Treatment District Letter of Coordination, DOH permit, Department of Environmental Protection Permit

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FENCE	New, replace or repair of residential or commercial fences with or without electric or other functions		R-FENCE-YYYY-#### C-FENCE-YYYY-####	Job Value Based	PLAN STRUCT ELECT if needed FLOOD (if VE fld zone or proposed beneath bldg) COM: FIRE	N/A	Fast Track 4 days	YES *(2)	YES	YES 296	CC	Site Plan, Construction Drawings	Product Approval NOA (Vinyl Fence)
POOL/SPA	New, replace, remodel/repair of residential or commercial Pool and Spas (greater than 18 in of depth/standing water)		R-POOL-YYYY-#### C-POOL-YYYY-####	Job Value Based	PLAN COM: ENVIR STRUCT FLOOD ELECT MECH/GAS PLUMB COM: FIRE	Official Des- Struct		YES *(2)	YES	YES 799	CC	Site Plan, Construction Drawings	Engineer Drawings, Survey, Electric Utility Approval, Health Department Permit
DOCK / BOAT LIFT / SEAWALL	New, replace, remodel/repair of residential or commercial Dock, Boat Lifts and/or Seawall		R-DOCK-YYYY-#### C-DOCK-YYYY-####	Job Value Based	PLAN ENVI STRUCT ELECT if needed COM: FIRE	N/A		YES *(2)	YES	YES 798	CC	Site Plan, Construction Drawings	Engineer Drawings, Army Corp of Engineers, Department of Environmental Protection
ACCESSORY BUILDING / STRUCTURE	New, replace, remodel/repair of residential or commercial accessory building/structure only. Work regarding components in/outside of structure should be applied for under REMODEL/REPAIR	Chickee Hut - Not constructed by Miccosukee, Carport, Garage/Carport Enclosed, Gazebo, Generator Building/Auxiliary, Observation Dock (Not Dock), Retaining Wall, Right of Way Structure, Shed, Tennis Court	R-ACCB-YYYY-#### C-ACCB-YYYY-####	Job Value Based	PLAN ENVI STORM STRUCT FLOOD ELECT MECH/GAS PLUMB COM: FIRE	Official Des- Struct		YES *(2)	YES	YES 199	CC	Site Plan, Construction Drawings	Engineer Drawings, Survey, Product Approvals, Energy Code Calculations, Electric Utility Approval, Army Corp of Engineers, Survey

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ADDITION / ENCLOSURE / FOUNDATION	New, replace or remodel (including enclosing) of a residential or commercial addition to building/structure. Also includes Foundation only or Piling only Elevating and Existing Structure		R-ADDN-YYYY-#### C-ADDN-YYYY-####	Job Value Based	PLAN ENVIR STRUCT FLOOD ELECT MECH/GAS PLUMB COM: FIRE	Official Des-Struct		YES *(2)	YES	YES 199	CO	Site Plan, Construction Drawings	Engineer Drawings, Survey, Product Approvals, Electric Utility Approval, Energy Code Calculations
NEW AFFORDABLE HOUSING - SINGLE FAMILY or DUPLEX	New or replace of affordable residential single family, duplex or tri-plex housing. Structural remodel/repair submit as Remodel/Repair application		SFDUP-AFF-YYYY-####	Job Value Based	PLAN ENVIR STRUCT FLOOD ELECT MECH/GAS PLUMB	Official Des-Struct	15 Days	YES *(2)	YES	YES 199	CO	Site Plan, Engineer drawings, Survey NOA Energy Code Calculations FKEC/Keys Energy FKAA/KLWTD	Site Plan, Engineer drawings, Survey, Product Approval, Energy Code Calculations, Electric Utility Approval, Water utility Coordination Letter, Sewer Utility Coordination Letter.
NEW AFFORDABLE HOUSING - MULTI FAMILY DWELLING (Considered Commercial; including replacing w/ new building/structure)	New or replace of affordable commercial housing with 3 or more units. Structural remodel/repair submit as Remodel/Repair application		MULTI-AFF-YYYY-####	Job Value Based	PLAN ENVIR FIRE STORM STRUCT FLOOD ELECT MECH/GAS PLUMB	BO	15 Days	YES *(2)	YES	YES 199	CO	Site Plan, Engineer drawings, Survey NOA Energy Code Calculations FKEC/Keys Energy FKAA/KLWTD	
NEW SINGLE FAMILY or DUPLEX	New or replace of conventional residential single family, duplex or tri-plex housing. Structural remodel/repair submit as Remodel/Repair application		SFDUP-YYYY-####	Job Value Based	PLAN ENVIR STRUCT FLOOD ELECT MECH/GAS PLUMB	Official Des-Struct	20 Days	YES *(2)	YES	YES 199	CO	Site Plan, Engineer drawings, Survey NOA Energy Code Calculations FKEC/Keys Energy FKAA/KLWTD	
NEW COMMERCIAL BUILDING / STRUCTURE (including replacing w/ new building/structure)	New or replace of commercial building or multi dwelling housing with 3 or more units. Structural remodel/repair submit as Remodel/Repair application	Antenna/Towers/Equip Bldg, Hotel/Motel, Marina, Multi-Family (3+ units), Sewage Treatment Plant, Storage Building, Tri Plex Warehouse	COMBLDG-YYYY-####	Job Value Based	PLAN ENVIR STORM FIRE STRUCT FLOOD ELECT MECH/GAS PLUMB	BO		YES *(2)	YES	YES 199	CO	Site Plan, Construction Drawings	Engineer Drawings, Survey, Product Approval, Energy Code Calculations, Electric Utility Approval, Water utility Coordination Letter, Sewer Utility Coordination Letter, Department of Environmental Protection Approval,

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COMMERCIAL SIGNS	New, replace or remodel/repair of commercial sign(s)		SIGN-YYYY-####	Job Value Based	PLAN STRUCT ELECT FIRE	Official Des-Struct		YES *(2)	YES	YES 297	CC	Site Plan, Construction Drawings	Engineer Drawings, Electric Utility Approval, Survey.
TEMPORARY	Temporary structures for construction and/or sales, or special events	Trailer for Construction and/or Sales, Tents for Special Events	TEMP-YYYY-####	Set Fee per Unit/Tent	PLAN ENVIR STRUCT FLOOD ELECT FIRE	Official Des-Struct		YES *(2)	YES	YES 199	NO	Site Plan, Construction Drawings	
EMERGENCY HOUSING	Temporary housing established due to emergency events, i.e. storms, hurricanes.		EMHOUSING-YYYY-####	No Fee	PLAN ENVIR STRUCT FIRE	Official Des-Struct	NO - Manually managed due to sensitive nature of emergency matters		YES	No	NO	Site Plan	Electric Utility Approval, Construction Drawings, Engineer Drawings, Water Utility Coordination Letter, Sewer Utility Coordination Letter, Survey
FIRE PREVENTION / PROTECTION	Installation, replace, or repair of fire prevention or protection systems in commercial structures. Also addresses commercial painting	Alarm Burglar/Fire, Fire Protection System Painting (Commercial only)	FIREPREV-YYYY-####	Job Value Based	PLAN COM: FIRE STRUCT ELECT PLUMB	Official Des-Struct		YES *(2)	YES	YES 199	CC	Site Plan, Construction Drawings	Shop drawings, Product Approvals.
ENVIRONMENTAL RESTORATION	Environmental Restoration Projects		ENVRESTORE-YYYY-####	Job Value Based	ENVIR	Official Des-Environ		3 YEAR FOLLOWUP	YES	YES 883	CC	Site Plans	Army Corp of Engineer, Department of Environmental Protection,
ENVIRONMENTAL / LANDSCAPING	Residential or commercial environmental jobs	Canal Restoration, Dredging, Excavation, Riprap, Invasive Exotics, Landscaping, Tree Removal/Trim, LND DEV Chickee by Miccosukee/Seminole	ENV-YYYY-####	Set Fee (Invasive Exotics, Tree Removal/Trim) All other Job Value Based	PLAN ENVIR	Official Des-Environ		YES *(2)	YES	YES 894	CC	Site Plan, Construction Drawings	Army Corp of Engineer, Department of Environmental Protection,
PARCEL INVESTIGATION	Request to investigate any and all open permits that need to be closed on a property/parcel	Request to investigate any and all open permits that need to be closed on a property/parcel	PINVEST-YYYY-####	Set Fee	N/A	N/A		NO	NO	NO	NO	N/A	

* EXPIRATION RULES:

Note:

>> All applications created but not submitted will VOID in the system after 60 days for system maintenance.

>> Extension requests for non issued permits for 90 days can be made to Building Official

>> Extension requests for issued permits for 180 days can be made to Building Official using form found on MC Building PERMITTING FEES, FORMS & APPLICATIONS webpage

(1) = Issued Permits that Do Not Expire: 180 days to be issued, no expiration after issuance

(2) = Standard Permit Expiration: 180 days to be issued, 6 months (184 days) after issuance and then 180 days after each Passed inspection.

** Please contact the Building Official if you believe your permit is entitled to a quicker processing time frame pursuant to Florida Statutes.