

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 FOR INSPECTION CERTIFICATE OF COMPLIANCE PROGRAM

Instructions:

1. Complete this application to enter into the Certificate of Compliance Program, in which an inspection of your property will be conducted in order to confirm compliance with floodplain regulations.
2. Initial and Sign Informational handout detailing process.
3. Attach an Elevation Certificate, if available, in order to assure your property compliance analysis is accurate.
4. Attach copy of recorded Warranty Deed
5. Attach Corporation and/or Trust documents if applicable.

<i>PROPERTY DESCRIPTION:</i>			
Address:			
RE #: (Tax Folio # - 14 digits):			
Legal Description	Lot Block/Unit	Location Information	Key: _____ MM _____ Subdiv
<i>OWNER INFORMATION</i>			
Name			Phone:
Address (mailing) _____			
City, State, Zip			
Authorized Agent			Phone:

By signing this application and the attached informational handout I understand:

- I will be contacted within 10 to 14 working days to set up an appointment for inspection
- I voluntarily consent to an inspection.
- I understand that inspections will not be completed if inspector is denied access to any portion of enclosed areas below the base flood elevation
- I understand that there may be corrections required of the applicant to the enclosure.
- I understand I will bear the cost of obtaining the final diagram (sealed engineered floor plan of the enclosure) as well as the cost for recording all required documents with the Monroe County Clerk of Court.
- I will submit recorded document for final approval by the Floodplain office for issuance of a Certificate of Compliance.
- I understand that failure to meet compliance solutions may result in a code enforcement action.

Owner(s)
Signature:

INTERNAL USE

DATE:	Rec'd by:	APPLICATION #
<input type="checkbox"/> New application (fee due per current Monroe County Building Department Fee Resolution) without prior inspection activity (inspected under Flood Insurance Inspection, Transfer of Ownership Inspection or Demolition permit)	<input type="checkbox"/> Fee Waived - Previously inspected under Flood Insurance Inspection, Transfer of Ownership Inspection or Demolition permit. Date of prior inspection: _____	
Fee Amount Collected:	Receipt #	
Approved by:	Building Official:	

