



THE CITY OF KEY WEST BUILDING DEPARTMENT

**CHECKLIST FOR SITE WORK PERMIT APPLICATION**

**PERMIT APPLICATION –**

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Detailed description of the scope of work, including area and materials to be used

**REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –**

- Property survey highlighting proposed work area
- Existing and proposed site data table including impervious surface ratio and open space
- Proposed paver material
- Photographs of work area
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

**NOTES –**

- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection
- Homeowner Builders must submit a signed and notarized Owner-Builder Disclosure Form with application

*This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.*