



THE CITY OF KEY WEST BUILDING DEPARTMENT

**CHECKLIST FOR WINDOW/DOOR/SKYLIGHT 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

**REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –**

- Floor plan depicting location and schedule of window, skylight, and/or doors
- Design pressures for structure, window, skylight, and doors
- Notice of Acceptance (NOA) for any proposed window, skylight, and/or door
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

**NOTES –**

- Window and/or door replacement does not require signed and sealed plans if there are not any changes to the shape and size of the existing window and/or door opening
- 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.***