



THE CITY OF KEY WEST BUILDING DEPARTMENT

**CHECKLIST FOR SINGLE AND TWO-FAMILY HOME 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 square footage of home and number of bedrooms and bathrooms

**REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –**

- Site plan and architectural drawings including, but not limited to:
  - Proposed elevations in NGVD 1929 datum
  - Proposed height of building measured from crown of road
  - Site data table including existing and proposed building coverage, open space, impervious surface ratio, and rear yard coverage
  - Proposed setbacks from property lines
- Property survey
- Design pressures
- Structural plans including foundation, floor framing, exterior wall, and roof framing details
- Proposed floor plan
- Window and door schedule for floor plan
- Notice of Acceptance (NOA) for proposed exterior windows and doors
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

**NOTES –**

- Electrical, mechanical, roofing, and plumbing permits must be applied for separately
- 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.***