



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR MECHANICAL HVAC 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 make, model, and tonnage of mechanical unit as applicable

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Site plan including, but not limited to:
 - Mechanical equipment location, setbacks, and proposed elevation
 - If a mechanical system is to be installed on a roof, roof dimensions including setbacks from edge of eaves
 - Safety railings if the proposed location is less than 10' from the edge or a roof or roof hatch
 - Duct layout if new ducts are to be installed
- Property survey
- Manufacturers engineering for any tie down, wall bracket, roof curb, or roof stand to be installed
- AHRI Certificates
- Manufacturer's equipment and installation instructions
- Notice of Acceptance (NOA) for any proposed stand, tie down clips, wall bracket, etc.
- Energy Compliance form (mini-split installation only)
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

APPLICABLE LOCAL PROVISIONS FOR MECHANICAL PERMIT –

- Code of Ordinances – [Chapter 14, Article VII](#)
- Land Development Regulations – [Section 122-1184](#)

NOTES –

- A recorded Notice of Commencement (NOC) is required for projects valued at \$15,000 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.