



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR DOCK 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 –

- Property survey highlighting the proposed dock location
- Photographs of the work site
- Site plan including a depiction of the elevation of the mean high-water line
- Signed and sealed engineered drawings

NOTES –

- Additional regulatory permits from the U.S. Army Corps of Engineers or the Florida Department of Environmental Protection may be required for work taking place over a water surface or wetland area
- 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.