



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR CARPORT 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
- Signed and sealed site plan including, but not limited to the following:
 - Setbacks of the proposed carport
 - Existing and proposed site data table, including impervious surface ratio, open space, and building coverage
 - Elevations of proposed carport
- Signed and sealed structural drawings including foundations and roof framing
- Photographs of work area
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

APPLICABLE LOCAL PROVISIONS –

- Land Development Regulations - [Section 122-1182](#)

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.