



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR CANVAS AWNING 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 awning

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Fire resistant certification
- Site plan including elevation drawings
- Property survey
- Photographs of proposed work area
- Notice of Acceptance (NOA) for awning
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

APPLICABLE LOCAL PROVISIONS –

- Land Development Regulations - [Section 122-1145\(b\)\(1\)](#)

NOTES –

- Any awning over City right-of-way will require a revocable license prior to issuance of a building permit
- 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.