



THE CITY OF KEY WEST BUILDING DEPARTMENT

**CHECKLIST FOR BUILDING ELEVATION 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
- Photographs of existing building
- Site plan and architectural drawings including, but not limited to:
  - Existing and proposed elevations in NGVD 29 datum
  - Existing and proposed height of building measured from crown of road
- Structural drawings of the proposed floor framing and foundation
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

**NOTES –**

- Elevation permits must be accompanied by a plumbing permit to temporarily cap off water connection
- Electrical service must be temporarily disconnected to lift the structure
- 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.***