



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR HURRICANE PANEL OR SHUTTER 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 shutter material

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Floor plan depicting location and schedule of shutters or panels
- Notice of Acceptance (NOA) for proposed shutter or panel
- HOA approval as applicable (Key West Golf Course, Truman Annex, etc.)

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.