



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR INTERIOR RENOVATION 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 area in the building that work will take place, work to be done, etc.

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Existing and proposed floor plan
- Engineered drawings for any structural work
- Life safety plan (commercial only)

NOTES –

- Any electrical, plumbing, or mechanical work must be applied for separately
- 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.