



## REQUEST FOR BUILD BACK LETTER

CITY OF KEY WEST, FLORIDA • PLANNING DEPARTMENT

Address: 1300 White Street • Key West, Florida 33040

Phone: 305-809-3764

Website: [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

- Letter of Request from Applicant – hand deliver letter to the Planning Department.

OR send an e-mail to [Planning-Dept@cityofkeywest-fl.gov](mailto:Planning-Dept@cityofkeywest-fl.gov)

*Build Back letter will not be processed until payment is rendered.*

- Fee - \$670.05 – Make check payable to City of Key West  
– From Applicant
- If a Demo Permit was issued prior to request for a Build back letter (Building Department would have issued this permit)  
– From Applicant
- Photos supporting evidence units existed  
– From Applicant
- Utility Bills – Keys Energy and FKAA (establishing service)  
– From Applicant
- Boundary Survey (Must be within 10 years from time of request)  
– From Applicant
- Any additional documentation showing what was established on the property  
– From Applicant