



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

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

OR send an e-mail to Planning-Dept@cityofkeywest-fl.gov

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

- Fee - \$578.81 – 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 FCAA (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