

Minimum Requirements For Application Submittals
Please be advised that City Staff can request additional information

TYPE OF WORK	MINIMUM REQUIREMENTS
All Applications	<ul style="list-style-type: none"> ➤ Typed or written legibly. ➤ Proof of Ownership. i.e. Warranty Deed, Quick Claim Deed, or Monroe County Property Appraisers WEB site property card. ➤ eMail address for contact person typed or written legibly. ➤ Scope of work (not as per plans). ➤ Job cost (includes labor). ➤ Two (2) sets of hardcopy plans and one (1) PDF electronic copy of the plans. ➤ Two (2) copies of any NOAs for roofing, skylights, shutters, doors, windows, and etc. ➤ <i>See below for additional requirements.</i>
Air Conditioner Units Mechanical	<ul style="list-style-type: none"> ➤ Location of the unit (roof, ground, wall mounted). ➤ Survey with Site Plan showing location of unit with dimensions of setbacks. ➤ If to be placed on roof, roof dimensions including height of roof and setbacks from edge of eaves, also must show safety railings if is less than 10' from edge of roof or roof hatch as applicable. ➤ Make and Model numbers. ➤ AHRI Certificates. ➤ Photo of proposed site and photo of house from street / sidewalk. ➤ If applicable, total height including base. ➤ If installing a new roof stand, roof curb, or wall bracket, the manufacturers engineering for the products required. ➤ Tie down details.
Canvas awnings	<ul style="list-style-type: none"> ➤ Scale plan and elevation drawings showing location and form. ➤ For new or recovered awnings fabric and color sample. ➤ Fire resistant certification.
Exhaust Fans	<ul style="list-style-type: none"> ➤ Location of the fan (roof or wall mounted). ➤ Survey with Site Plan showing location of unit with dimensions of setbacks. ➤ If to be placed on roof, roof dimensions including height of roof and setbacks from edge of eaves, also must show safety railings if is less than 10' from edge of roof or roof hatch as applicable. ➤ Photo of proposed site and photo of structure from street / sidewalk. ➤ Total height of unit including base.
Fences	<ul style="list-style-type: none"> ➤ Survey indicating where fence is to be placed (highlight fence-line). (Two (2) copies) ➤ Photo showing area where fence is to be placed. ➤ Lineal footage and height (note that in front yard, 4 feet maximum in HARC District). ➤ Fence height. ➤ If fence is 6 foot high solid; neighbors' written consent. ➤ Design type of fence (solid or open), color and material.
Propane tanks Fuel tanks Pool equipment Tank & equipment Pads	<ul style="list-style-type: none"> ➤ Survey with Site Plan showing proposed location of tank, equipment and lines. ➤ Photo of proposed site and photo of house from street / sidewalk. ➤ Measurements of tank, equipment, and pad (including height). ➤ Cross section drawing of concrete & pads showing steel, tie downs, & bolts
Gutters Downspouts	<ul style="list-style-type: none"> ➤ Photo of part of house where gutters will be installed. ➤ Specify the type of gutters and exact location of downspouts. ➤

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Minor maintenance (examples-replacement of: siding, pickets, windows & doors trims, balusters, porch decking boards)	<ul style="list-style-type: none"> ➤ Photos showing condition. ➤ Square footage or lineal feet to be replaced, location description, proposed materials and colors. ➤ For porch decking boards for front or side porches - type of board, material, location and color. ➤ For balusters - drawing, material and color. ➤ Site plan indicating areas of work. ➤ Two (2) sets of engineered drawings if structural work is being done. ➤ Design pressures for structure.
Painting Repainting (HARC Only)	<ul style="list-style-type: none"> ➤ Current color photo of part of house that will be painted and photo of structure from street / sidewalk. ➤ Paint chips with descriptions of work.
Hardscapes Pavers Decks Sidewalks Driveways	<ul style="list-style-type: none"> ➤ Survey with existing and proposed showing area where work is taking place. ➤ Elevations above grade. ➤ Photos of proposed area of work. ➤ Site calculations. ➤ Size & location of swales (if required by code). ➤ Photos of proposed paving material, including color and texture and area to be paved.
Railings	<ul style="list-style-type: none"> ➤ Photo of part of house where railing will be installed and photo of house from street / sidewalk. ➤ Scaled drawing showing type of balustrades, materials, measurements and colors.
Rehabilitations Renovations Alterations Additions New Construction Demolitions	<ul style="list-style-type: none"> ➤ Two (2) sets of full scaled drawings, photos of existing conditions, including area of proposed modification and survey including flood zone lines and spot elevations. ➤ Engineered plans if structural work is being done. ➤ Survey and site plan showing placement must be signed and sealed by Florida licensed land surveyor. ➤ For new construction or proposals that require massing or height change - street elevation showing adjacent neighboring structures. ➤ For rehabilitations, renovations, restorations, alterations, additions, and new construction a longitudinal section will be required showing the buildings exterior structural construction. ➤ For rehabilitations, renovations, and alterations percentage of historic fabric that will remain in the building. ➤ Photos of existing. ➤ Two (2) sets of NOAs or FPAs for all components (door, windows, etc.) ➤ Design pressures for structure.
Roofs	<ul style="list-style-type: none"> ➤ Photo of house where the roof will be replaced and a photo showing roof condition. ➤ Include skylights and hatches, if applicable. ➤ Description of roofing material to be used. ➤ Specify what is existing and what is proposed, color and where the work will be done (main house, back addition.) ➤ Square footage. ➤ Site Plan of where work is being done. ➤ Design Pressures for roof and structure. ➤ Two (2) sets of NOAs or FPAs for all components (water barrier, roofing, etc.)
Sheds Accessory structures	<ul style="list-style-type: none"> ➤ Survey and site plan showing placement. ➤ Photo of area where to be placed and photo of house from street / sidewalk. ➤ Scaled drawings including measurements and materials.

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Shutters Hurricane panels	<ul style="list-style-type: none"> ➤ Photo of part of house where to be installed and photo of house from street / sidewalk. ➤ Photo or drawing of new shutter and color sample. ➤ Description of shutter including style and material. ➤ If hurricane protection shutters, NOA (notice of acceptance for wind loads).
Signs	<ul style="list-style-type: none"> ➤ Scale drawing including sign size, letters / font size, color, design and materials. ➤ Total square footage of sign. ➤ Hanging signs over City sidewalks/right-of-way require "revocable license agreement". ➤ If neon or halo effect sign, a drawing depicting effect during night. ➤ Electric application for electrical sign. ➤ Photo of place where the sign will be installed and photo from street / sidewalk. ➤ Description and drawing of mounting style. ➤ Completed height and setbacks. ➤ Type of illumination, if applicable. ➤ Number of existing signs for specific business and photos of each sign. ➤ Resurfacing an existing sign requires a HARC application if in HARC District.
Swimming pools Hot tubs	<ul style="list-style-type: none"> ➤ Pool size in statement of work ➤ Survey showing location of pool. ➤ Photos of area where the pool will be located. ➤ Scaled drawings including a site plan with proposed setbacks and proposed materials. ➤ Location of pool approved by Keys Energy. ➤ All pool features including decks and walls must be included. (pool net, alarms, fence, etc.). ➤ Engineered drawing of pool structure and plumbing. ➤ Plumbing and Electrical applications for the pool work. ➤ System for child safety (certified pool net or window & door alarms).
Windows Doors	<ul style="list-style-type: none"> ➤ Photo of area of house where new units be installed and photos of each existing door or window to be replaced and photo of house from street / sidewalk. ➤ Colors – paint chip. ➤ Two (2) sets of NOAs or FPAs for exterior components (windows & doors). ➤ Design Pressure for structure, windows, & doors. ➤ House site plan showing location of windows.
Spalling / Concrete	<ul style="list-style-type: none"> ➤ Square footage. ➤ Engineering Drawings.
Electrical	<ul style="list-style-type: none"> ➤ Two (2)sets of plans or layout of all work area. ➤ All applications involving work on service needs a riser diagram & Keys Energy Services meter location. ➤ New panels require directories. ➤ All electrical signs need an electrical permit showing the location of the UL Label & the disconnect switch.