

# Application For Roofing Permit

(OFFICE USE ONLY)

## THE CITY OF KEY WEST

604 Simonton St. Key West Fl. 33040  
 Phone: 305-809-3956 Fax: 305-809-3978

**Note: All owner builders must apply in person  
 and be present at time of all inspections**  
 At time of submittal a \$50 application fee is due.



Street Address of proposed construction: \_\_\_\_\_

Property owners name as appears on deed: \_\_\_\_\_

Phone #: \_\_\_\_\_

Property owner's mailing address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contractors name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contractor's address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Architect\Engineer's Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

Architect\Engineer's Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Describe proposed construction in detail including quantities and # of squares:

**Number of Squares or Square Footage:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Dwelling Units _____	
Type of work. Circle all that apply	
New Construction  Addition  Renovation\Repair	Commercial  After The Fact
HARC # _____	

**Estimated Cost of Work**            \$ \_\_\_\_\_

Warning to owner: Your failure to record a notice of commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.

I as owner or contractor of record for this project agree that I will comply with the provisions of Florida Statue 469.003 and to notify the Department of Environmental Protection of my intent to demolish/renovate a structure and remove asbestos, when applicable, in accordance with state and federal law.

I hear by certify that I have read and examined this application and know that same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any local, state or federal laws regulating construction or the performance of construction.

"Notice: In addition to the requirements of this permit, there may be DEED RESTRICTIONS and/or additional restrictions applicable to this property that may be found in the public records of this county and there may be additional permits required from other government entities such as water management districts, state agencies or federal agencies."

Chapter 837.06 F.S. False Official Statements- Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided for in s. 775.082 or s. 775.083

I have obtained all necessary approvals from Associations, Government Agencies, H.A.R.C. and other parties as applicable, in order to complete the above described work. Home Owner's Printed Name: _____	I have obtained all necessary approvals from Associations, Government Agencies, H.A.R.C. and other parties as applicable, in order to complete the above described work. Contractor Qualifier: _____
Home Owner Signature: _____	Signature of Qualifier: _____
State of Florida County of Monroe Sworn to and scribed before me this _____ day of _____, 20____  by: _____  (seal) _____  Personally known _____ or Produced identification _____	State of Florida County of Monroe Sworn to and scribed before me this _____ day of _____, 20____  by: _____  (seal) _____  Personally known _____ or Produced identification _____

Building Official, Assistant Building Official or Plan Reviewer Reviewed for issuance of permit	Cost of Permit: \$ _____  (office use only)
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# THE CITY OF KEY WEST

## Building Department

604 Simonton St. Key West Florida, 33040

The following list of requirements for **Roofing Permits**, needs to be met before the application package is submitted. This is a preliminary list. Additional information may be needed upon review.

**Attention Applicants:** Please fill out the required submittals With an **X** for included materials and an **N\A** for non applicable materials in each required list for the proposed construction.

	<b>Roofing</b>
Completed Application	<input type="checkbox"/>
N.O.A.'s(Notice of Acceptance)	<input type="checkbox"/>
H.A.R.C. Approval **	<input type="checkbox"/>
Deed	<input type="checkbox"/>
Landscape Approval	<input type="checkbox"/>
Right of Way Approval	<input type="checkbox"/>

\*\* H.A.R.C. must be obtained before submitting application to the building department

= Not a required submittal  
 = required submittal

The office of the building official of the City of Key West, Florida, shall charge and collect for building permits at the rates set forth below:

- (7) Roofing (includes repairs and new roofs):
  - (a) For each 100 square feet or fractional part thereof . . . . . 12
  - (b) Minimum fee . . . . . 60

(15) Penalty. In the event that any work for which a permit is required is commenced or is in process prior to the issuance of a permit by the building department, then the fees specified for such work shall be doubled. The payment of a double fee shall not relieve any person from fully complying with the requirements of any applicable code. Notwithstanding the foregoing, the fee for work commenced without a permit shall be a minimum of \$250.00 if the value of the work (labor and materials) is found by the building official to exceed \$1,500.00.

(16) Reinspection; all instances of reinspection . . . \$25.00

A reinspection fee shall be paid to the city prior to the reinspection. Within ten days of its imposition, a person may appeal a reinspection fee in a written submission to the building official. The building official shall investigate all matters relating to the appeal, and shall provide a reasonable basis in either sustaining or denying the appeal. Payment of a reinspection fee shall be made before the city will issue any further permits relating to the property.