



# CITY OF KEY WEST, FLORIDA

**3140 FLAGLER AVE., KEY WEST, FL 33040**  
**PHONE: 305-809-3956 FAX: 305-809-3978**

The following list of requirements for **new residential/commercial structures, renovations, additions, and demolition etc.**, needs to be met before the applicaion 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.

	New buildings or homes	Decks	Shutters Windows Doors	Signs	Awnings	Renovations Additions	Demolition
Completed Application							
N.O.A.'s (Notice of Acceptance)							
Land Survey							
H.A.R.C. Approval**							
Florida Keys Aqueduct Approval							.
Keys Energy Approval							.
Address Assignment							
Design Pressures							
Deed							
Site Plan							
Drainage Calculation							
Swale Location							
Landscape Approval							
Energy Calculations							
Elevation Certificate							
Right-of-Way Approval							
4 Sets of Sealed Plans (Residential)							
5 Sets of Sealed Plans (Commercial)							

Not a required submittal
Required submittal

\*Electrical demolition and Plumbing demolition permits must be issued and receive final inspection prior to demolition permit being issued.

\*\*Also include signed copy of HARC approved plans for the proposed construciton.

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:

**New buildings** (including balconies, porches, additions, garages and accessory buildings): For each \$1,000.00 of value, or fractional part thereof, of enclosed spa: \$18.00

Minimum fee: \$60.00

**New structures other than buildings** (including water towers, radio towers, water plants, bridges, cisterns, seawalls, docks and boat davits): For each \$1,000.00 of cost or fractional part thereof: \$24.00

Minimum fee: \$60.00

**Repairs or remodeling to building:**

Less than \$500.00 estimated cost, no permit required: \$0.00

For each \$1,000.00 of estimated cost or fractional part thereof : \$24.00

Minimum fee: \$60.00

**Docks and decks:**

For each \$1,000.00 of estimated cost of construction or fractional part thereof: \$24.00

Inspection: \$80.00

**Concrete/asphalt** (including driveways, patios, parking lots and sidewalks):

For each 1,000 square feet or fractional part thereof : \$18.00

Coating of asphalt: for each 10,000 square feet or fractional part thereof \$15.00

Minimum fee: \$60.00

**Fences** (including wood, chainlink and concrete block):

For the first 100 linear feet or fractional part thereof : \$75.00

For each additional linear foot after first 100: \$0.50

**Roofing** (includes repairs and new roofs):

For each 100 square feet or fractional part thereof: \$12.00

Minimum fee: \$60.00

**Swimming pools:**

Residential, flat fee: \$250.00

Commercial, flat fee: \$350.00

Spa/hot tub (up to 12' diameter): \$75.00

Repairs: \$100.00

**Temporary tents** (temporary permit only, issued only for 30-day period): flat fee per tent: \$50.00

**Moving building;** for each \$1,000.00 of estimated cost of construction or fractional part thereof : \$24.00

**Demolition of buildings;** for each \$1,000.00 of estimated cost of construction or fractional part thereof : \$30.00

**Tanks** (gasoline, water, etc., all materials):

For each 1,000 gallons or fractional part thereof: \$7.00

Minimum fee, per tank: \$75.00

**Signs:** For each 50 square feet of each sign face or fractional part thereof: \$35.00

**Mobile home installation:**

Tiedown inspection for insurance purposes only: \$75.00

Tiedowns, blocking, sewer connection, water connection, and electrical connection: \$150.00

**Temporary trailer** (construction and/or sales); maximum of 180 days (each): \$250.00

**Cisterns:** Residential: \$100.00

Commercial (non-potable water only):

For each 1,000-gallon capacity or fractional part thereof : \$10.00

Minimum fee: \$150.00

**Seawalls and riprap:**

For each 50 lineal feet or fractional part thereof : \$25.00

Inspection: \$80.00

Minimum fee: \$60.00

**Excavation:**

For each \$1,000.00 of estimated cost of construction or fractional part thereof: \$24.00; Minimum fee: \$60.00

**Filling** (on land and/or water):

For each 100 cubic yards or fractional part thereof : \$15.00

Inspection fee: \$80.00; Minimum fee: \$60.00

**Awnings and Removable Canopies:**

For each \$1,000.00 of estimated cost of construction or fractional part thereof: \$24.00; Minimum fee: \$60.00

**Hurricane shutters:**

For each \$1,000.00 of estimated cost of construction or fractional part thereof: \$24.00; Minimum fee: \$60.00

**Wood lattice and screening:**

For each \$1,000.00 of estimated cost of construction or fractional part thereof : \$24.00

Minimum fee: \$60.00

**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.

- If the value of the work (labor and materials) is found by the building official to be \$1,500 or less in value: Double original

- If the value of the work (labor and materials) is found by the building official to exceed \$1,500 in value: \$250.00