



## OUR STAFF

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### Legal Analyst:

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### Administrative Coordinator:

Mary Anderson (305) 809-3732  
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## TALK TO US

Provide the City of Key West with your  
commendation, complaint or suggestion.  
Commendation( ) Complaint( ) Suggestion( )

Please describe in your own words what action  
by a City of Key West employee led you to  
complete this form (attach additional paper if  
more space is needed) or provide your  
suggestion: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Optional Your name:

\_\_\_\_\_  
Last, First, Middle: or ("Anonymous")

### Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_

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

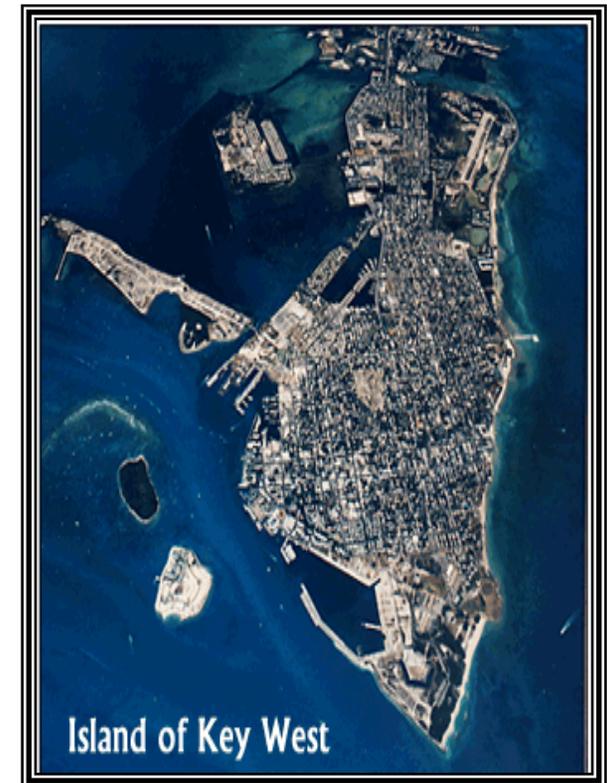
\_\_\_\_\_  
**Signature**      **Date**      Do you wish to  
be contacted for follow up?      Yes ( ) No ( )

*We appreciate your input and taking the  
time to bring this to our attention.*

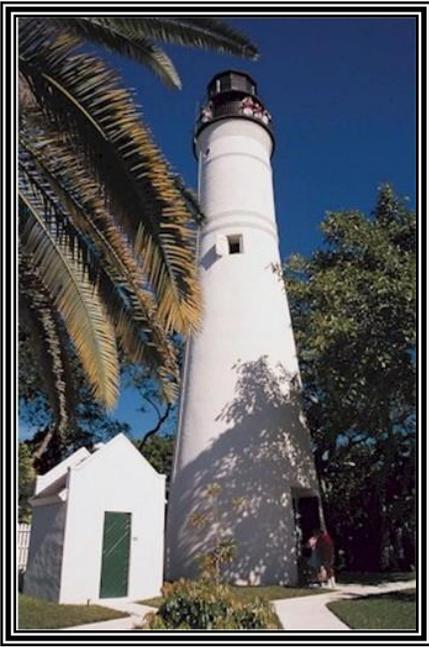
City Use Only
Reviewed by: _____
Date Reviewed: _____
Disposition: _____
Date forwarded to City Manager's Office: _____



# THE CITY OF KEY WEST CODE COMPLIANCE DEPARTMENT



Key West Code Compliance  
P.O. Box 1409  
3139 Riviera Drive  
Key West, FL 33040  
Office (305) 809-3740  
Fax (305) 809-3978



## MISSION

The City of Key West Code Compliance Department is committed to protecting the health, safety and welfare of our community. We continually strive to provide fair and equitable services to our citizens and visitors. The staff serves as representatives of the Department and provides information and services to the public regarding code compliance. We will exhibit professionalism through continued education and teamwork to accomplish our mission.

## ABOUT THE DEPARTMENT

The City of Key West Code Compliance Department has the responsibility of investigating complaints and ensuring compliance of the City Code of Ordinances, building standards, zoning issues, licensing regulations and the Historical Architectural Review Commission, (H.A.R.C.) guidelines. All complaints and violations received or discovered are logged into the city computer system. Each officer is expected to maintain continuous monitoring of assigned cases with the ultimate goal being voluntary compliance. All compliance officers are required to be certified by the Florida Association of Code Enforcement either at the time of hiring or within one year after their hiring date.

We are open for walk in business at our office located at 3139 Riviera Drive during the following hours:

***Monday thru Friday 8:00am to 5:00pm***

The office is closed on weekends. However, there are officers working after 8:00 am to 12:00 am on weekends. You can report a violation on the City website, [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov), click the Citizens Action Line button on the right hand side of the screen then select Make a Service Request then click on Code Violation. If you need to contact a compliance officer after office hours you may call the main number, 809-3740 to report violations, or you may contact the Key West Police Department non-emergency number (305) 809-1000.

## CITY ORDINANCES ON THE INTERNET

Start at the City website [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov) . On the right side of the screen, click on Municipal Code.

To find a particular ordinance you can take one of two paths.

1. Use the search box located in the upper left hand corner and type in a general subject then press the search key.
2. If you know the Ordinance section number use the left side of the search page and click on the section.

## ABOUT F.A.C.E.

The Florida Association of Code Enforcement, F.A.C.E., was established to study and advance the science and practice of Code Enforcement statewide through training, certification, and the exchange of ideas, information, and code enforcement techniques. In cooperation with the Florida Institute of Government at University of Central Florida, F.A.C.E. has developed four levels of curriculum for certification.

Candidates must complete the requisite 40 hours of each level, and successfully pass a written examination in order to receive certification.