



THE CITY OF KEY WEST BUILDING DEPARTMENT

CHECKLIST FOR ELECTRICAL PERMIT APPLICATION

PERMIT APPLICATION –

- Property address
- Owner's name and contact information
- Contractor's name and contact information
- Qualifier's name and contact information
- Proof of ownership (MCPAO property record card or deed)
- Job valuation (including all overhead, labor, and cost of materials)
- Detailed description of the scope of work

REQUIRED PLANS AND DOCUMENTATION WITH APPLICATION –

- Electrical plan, including but not limited to:
 - Existing and proposed floor plan
 - Fixture schedule
 - Elevation of any new exterior panel
 - Service location
- Existing devices
- Smoke detectors
- Product specification for any new panel
- Service calculation (service upgrade only)
- Service Riser Diagram
- Keys Energy approval (for service upgrade or relocation of panel)

NOTES –

- Electrical systems with a value of \$125,000 or less and; requires an aggregate service capacity of more than 600 amperes (240 volts) on a residential electrical system or 800 amperes (240 volts) or less on a commercial or industrial electrical system; shall be designed by a licensed professional engineer as required by F.S. 471.003(2)(h).
 - Note: All commercial work within the City of Key West requires signed and sealed professional plans
- A recorded Notice of Commencement (NOC) is required for projects valued at \$5,000 or more prior to scheduling the first inspection
- Homeowner Builders must submit a signed and notarized Owner-Builder Disclosure Form with application

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process.