



City of Key West
Planning Department
1300 White Street Key West,
FL 33040(305) 809-3764

Building Permit Allocation System (BPAS)
Year 13 Schedule for 2025-2026 Application Cycle and Review Process

July 1, 2025	The Planning Department's BPAS Year 13 application opens July 1, 2025 Pre-application meetings with staff are recommended. Please call 305-809-3764 or email planning-dept@cityofkeywest-fl.gov to set up a pre-submittal meeting.
November 7, 2025	Final applications are due no later than November 7, 2025, by 3PM EST. Late applications will not be accepted. Applications deemed incomplete will not be accepted.
January 9, 2026	Initial ranking and staff comment letter sent to applicants.
February 13, 2026	Final deadline for submission of additional information requested in the initial ranking and staff comment letter.
May 2026	Planning Board Ranking and Final Determination of Award. Publicly noticed meeting.

Pursuant to Ordinance 23-03 and 23-04, 75% of units allocated following Year 10 shall be deed restricted affordable, including any units recovered by the City due to failure to obtain building permits within two years of a BPAS award, or otherwise voluntarily released to the City. Deed restricted affordable allocations shall not have a maximum annual allocation limit.

Applicants may submit development review applications including but not limited to development plans, conditional use, and/or variance applications prior to or along with the BPAS application; however, approvals will be conditioned upon the allocation of units.