Request for Build Back Letter

City of Key West, Florida • Planning Department • 1300 White Street • Key West, Florida 33040 • 305-809-3764 • www.cityofkeywest-fl.gov

• Letter of Request from Applicant – hand deliver letter to the Planning Department.

  OR send an e-mail to Planning-Dept@cityofkeywest-fl.gov

  Build Back letter will not be processed until payment is rendered.

• Fee - $551.25 – Make check payable to City of Key West
  – From Applicant

• If a Demo Permit was issued prior to request for a Build back letter (Building Department would have issued this permit)
  – From Applicant

• Photos supporting evidence units existed
  – From Applicant

• Utility Bills – Keys Energy and FKAA (establishing service)
  – From Applicant

• Boundary Survey (Must be within 10 years from time of request)
  – From Applicant

• Any additional documentation showing what was established on the property
  – From Applicant