



Plan Submittal Application

Payment is required with plans submission

Date: _____

Project Address/RE #: _____

Type of Project : _____

new home, remodel, deck, pool, roof

Property Owner Contact Address: _____

Email: _____

Phone: _____

Property Agent Contact Address: _____

Email: _____

Phone: _____

Contractor Name: _____

Email: _____

Phone: _____

Documents Required for Plan Review:

- 2 copies signed & sealed plans residential – (5 copies Commercial)
- 1 copy of signed & sealed plans .pdf format
- Deed if not yet recorded @ MCPA Website
- Notice of Acceptance (when applicable) Doors, Windows, Roof
- Energy Calculations (when applicable)
- Elevation Certificate (when applicable)
- Other _____

Please indicate who above is responsible for payment:

- Owner
- Contractor
- Other _____

Once Plan Review is completed and payment has been made, the following is required by Monroe County Building Department at the time of application submission:

(this list is provided as informational – you may be asked for other information as well – please contact them with questions) 305-295-3990

- 1. Notice of Use to Building Official for Private Provider – signed by property/corporate owner (requires notary)**
- 2. Letter or email from FCAA & Keys Energy confirming utilities (new home)**
- 3. Property Record Card**
- 4. Notice of Commencement when valuation of project is \$2,500 or more**
- 5. Elevation Certificate due 21 days after pour (new home)**
- 6. Rogo Exempt letter (\$220.00 application fee to Monroe County Building Department) (new home)**
- 7. 2 sets of drawings:**
 - a. Signed & sealed**
 - b. Stamped by keys energy (in red) – (new home)**
 - c. Original Plan Compliance Affidavit for each set of plans (provided by All Aspects Inspection Services)**
- 8. 2 sets of NOA's stamped by plan reviewer**
- 9. 2 sets of Energy Code Calculations**