

**MEMORANDUM**  
**MONROE COUNTY BUILDING DEPARTMENT**  
*We strive to be caring, professional, and fair.*



To: Construction Industry

From: Rick Griffin, Building Official

Date: May 29, 2020

RE: Updated Information Related to Permitting/Plan Review/Inspections  
and Planning & Environmental Resources

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**UPDATED INFORMATION FOR JUNE 1, 2020**

**OFFICES TO OPEN:**

Beginning Monday, June 1, 2020, County offices will be open, with a phased and changed approach for services. Services will be provided, as indicated below, between 8:30am and 3:00 pm at the Key Largo Permitting Office, Marathon Permitting Office, Stock Island Office, and Ocean Reef Office. Face coverings are required for entry and 6-foot social distancing will be enforced.

**DROP OFF SERVICES:**

Drop off services, accepting all permitting related documents including permit applications, corrections, revisions (and post-issuance related items including but not limited to roof truss plan and permit clarifications.) We will not process the application or other documents when you drop them off. Instead, they will be processed after an overnight "waiting period."

Please use the fee estimator to calculate the amount of your payment needed for submittal at drop-off. If the fee amount you submit isn't exactly correct, this will be adjusted at permit issuance or you will be asked to mail in the difference needed. The estimator tool is found on the Building Fees, Forms and Applications web page: <http://fl-monroecounty.civicplus.com/160/Permitting-Fees-Forms-Applications>  
Direct link to the MS Excel tool is: <http://fl-monroecounty.civicplus.com/DocumentCenter/View/21685>

**PICK UP SERVICES:**

Pick-up service is available for those authorized individuals that have replied to the permit-related County-generated email and provided the location and date they will be performing the pick-up.

Boxes/envelopes for pick-up will be identified with the name of the authorized individual, permit number, and pick-up date provided; and placed in a clearly identified area inside the building for pick-up.

#### COUNTY INSPECTIONS:

County inspectors will continue to perform ALL inspections.

#### CERTIFICATES OF OCCUPANCY UPDATE:

Staff currently assigned are:

Upper Keys including Ocean Reef Lisa McGilvra, [McGilvra-Lisa@monroecounty-fl.gov](mailto:McGilvra-Lisa@monroecounty-fl.gov) (305) 453-8802

Lower and Middle Keys Michaela Manning, [Manning-Michaela@monroecounty-fl.gov](mailto:Manning-Michaela@monroecounty-fl.gov) (305) 289-2535

Please email or call them directly with any questions you have.

Staff will be contacting those Permit Holders who are ready to receive COs. Contact will primarily be made via email.

#### PERFORMANCE OF ELECTRONIC REVIEW OF UNDER CONSTRUCTION ELEVATION CERTIFICATES AND FINAL ELEVATION CERTIFICATES BY FLOODPLAIN MANAGEMENT FOR ALL CURRENT APPLICATIONS AND ACTIVE PERMITS WITH ELEVATION CERTIFICATE REQUIREMENTS:

Floodplain Management Staff will continue to accept and review electronic copies of Under Construction Elevation Certificates and Final Elevation Certificates for all permits currently applied for or issued.

Please note the documents must be provided EXACTLY as noted below:

1. All documents must be LEGIBLY scanned in color and sent in PDF format.
2. All signatures and handwritten dates must be LEGIBLE and in BLUE INK.
3. For Final Elevation Certificates, any additional required documents (i.e. smart vent product approvals, etc.) must be scanned and attached as part of the submittal.
4. All electronic submittals must be e-mailed to Karl Bursa, Senior Floodplain Administrator, at [bursa-karl@monroecounty-fl.gov](mailto:bursa-karl@monroecounty-fl.gov). A confirmation e-mail will be sent when the submittal is received.
5. Once the Applicant has e-mailed the submittal, the Applicant must submit the physical copy of the elevation certificate to the Monroe County Building Department's office via regular mail. PLEASE NOTE: THE ORIGINAL COPY OF THE FINAL ELEVATION CERTIFICATE WILL BE REQUIRED TO BE ON FILE PRIOR TO THE ISSUANCE OF ANY CERTIFICATE OF OCCUPANCY.

County staff will make every attempt possible to provide services as staff resources are available for permits with Elevation Certificate requirements.

#### PERMIT INVESTIGATIONS/CLOSING PERMITS

These are being processed electronically. The form may be found on the County website by navigating to Home > Government > Departments > Building and Permitting > Permitting Fees, Forms, & Applications and then halfway down you will find:

Investigation Requests

\* Real Estate # OPEN/EXP Permit Investigation

Please email Keondra Holcomb at [Holcomb-Keondra@monroecounty-fl.gov](mailto:Holcomb-Keondra@monroecounty-fl.gov)

#### PLANNING AND ENVIRONMENTAL RESOURCES:

The Planning and Environmental Resources Department will now be accepting new applications of all types, as well as corrections to existing application files, via **Mail or Drop-off Services**.

- Drop-off Services will be provided through the Building Department Drop Off system at the Marathon (first floor) and Key Largo (main lobby) permitting offices. Please submit all application materials and payment by check in a sealed box or envelope, clearly labeled “PLANNING.”
- Mailed applications should be sent to the mailing address indicated on the application form.
- We will not process applications immediately upon receipt. Instead, they will be processed after an overnight “waiting period.”
- Planning and Environmental Resources Department Application Forms are available on the County website ([www.monroecounty-fl.gov](http://www.monroecounty-fl.gov)): Home > Government > Departments > Planning & Environmental Resources > Forms & Applications.

PERFORMANCE OF INSPECTIONS BY PLANNING AND ENVIRONMENTAL RESOURCES DEPARTMENT FOR ACTIVE PERMITS:

This service is fully open.

PERMIT ISSUANCE:

Those that require payment of solid waste fees will receive an email with a form we will need you to sign. The name of the form is: “Condition Imposed Upon Issuance of Certificate of Occupancy – Prorated Solid Waste Fee”. This form must be completed (including a notarized signature) and sent via email (scanned) back to the staff person who emailed it to you. Send the original with notarized signature and with payment to Solid Waste Management via US mail:

Solid Waste Management

Attn: Mary Marks

1100 Simonton St. Rm 2-231

Key West, FL 33040

Following receipt of the emailed form the staff person will finalize processing the CO. The CO will be emailed to the Permit Holder as a PDF.

PERMIT EXTENSIONS:

Governor DeSantis issued Executive Order Number 20-52 on March 9, 2020 declaring a state of emergency because of COVID-19 which allows the Building Official to extend Building Permits and the Planning Director to extend Development Orders.

All Building Permits and Development Orders active on March 9, 2020 are eligible to receive an additional 6 months to receive a passed inspection (once a passed inspection occurs then the permit would again be subject to the continuing 180-day passed inspection cycle.) The permit holder is required to notify the county in writing (email is acceptable) and identify the specific permit / development order of their intent to exercise this extension within 90 days after the termination of the emergency declaration. The termination date will be forwarded once it is known.

Building Permits

For example, if the permit had an inspection due by April 2 (after March 9,) then the requirement to have that inspection would be extended 6 months to October 2.

The 6 month Extension Form is located on the Building and Permitting page. A link to the page is included here: <http://www.monroecounty-fl.gov/149/Building-and-Permitting>

Please send Building Permit extension requests to Crystal Sebben via email at [Sebben-Crystal@MonroeCounty-FL.Gov](mailto:Sebben-Crystal@MonroeCounty-FL.Gov) or via US Mail to:

Monroe County Building Department  
102050 Overseas Highway  
Key Largo, FL 33037  
Attn: Crystal Sebben

#### Development Orders

All Development orders active on March 9, 2020 are eligible for a 6 month extension. This includes the following types of approvals:

- Conditional Use Permits
- Development Agreements
- Lot Line Adjustments

For example, if a Major Conditional Use (Permit) Development Order has an expiration date of April 2, then, it will be automatically extended to October 2.

Please send development Order extension requests to Ilze Aguila via email at [Aguila-Ilze@MonroeCounty-FL.Gov](mailto:Aguila-Ilze@MonroeCounty-FL.Gov) or via US Mail to:

Monroe County Planning & Environmental Resources  
2798 Overseas Highway  
Suite 400  
Marathon, FL 33050  
Attn: Ilze Aguila