Monroe County Building Department
Middle Keys Office: 2798 Overseas Highway, Marathon, FL, 33050, (305) 289-2501 ❖ *Lower Keys Office:* 5503 College Road, Key West, 33040, (305) 295-3990
Upper Keys Office: 102050 Overseas Highway, Key Largo, FL, 33037, (305) 453-8800 ❖ *Ocean Reef Office*: 11601 CR 905, Key Largo, FL 33037, (305) 453-8765
http://fl-monroecounty.civicplus.com/149/Building-and-Permitting

TRANSMITTAL COVERSHEET

Permit Application Correction / Issued Permit Revision Application

Please submit this form as a coversheet to the documentation submitted for the following:

- All Correction documentation for a permit application under review, whether correction initiated by plans examiner or by permit holder.
- A Revision permit application on an active issued permit

Multiple permit submissions require a Transmittal Coversheet for each permit.
Please indicate the details of the contents of submission below.

Permit #	**Date**
Check the type of submission:	
☐ **Correction** – Per request of plan examiners or permit holder for current permit application under review.	☐ **Revision Permit Application** – Revision to a current issued active permit. A completed Permit Application is also required.
Check all plan review disciplines this submission addresses: ☐ Structural ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Flood ☐ Environmental ☐ Planning ☐ Fire	
Total Number of Pages included in submission:	

CONTENTS OF SUBMISSION

☐ **Drawings/Plans** - Two (2) Sets of Plan Pages Required ($10 fee per plan page is collected at issuance.) **List Each Plan Page Number/Title**
☐ **Specifications** – Please detail the changes this submission presents from the original permit submission.
☐ **Other**:

STAFF ONLY:	
Date Received:	Received By: