

CITY OF CEDAR KEY
BUILDING PERMIT APPLICATION

PAGE 1 - BUILDING PERMIT APPLICATION

Application Date		City Permit No.	
Application Type		☐ Residential ☐ Commercial ☐ Owner-Builder	
Project Address		Parcel / Alt. Key No.	
Subdivision / Block / Lot		Flood Zone / BFE	
Electric Utility		Water / Sewer Provider	

OWNER AND APPLICANT

Property Owner		Applicant / Authorized Agent	
Mailing Address		Mailing Address	
City / State / ZIP		City / State / ZIP	
Phone		Phone	
Email		Email	

PROJECT INFORMATION

Permit/Project Type	☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Roof ☐ Demo ☐ Trade ☐ Other: _____
Detailed Scope of Work	
Existing Use / Occupancy	
Proposed Use / Occupancy	
Project Valuation (if required)	\$ _____ (not used to calculate inspection fees)

PERMIT-EXEMPTION SCREENING

For qualifying work valued under \$7,500 on a single-family property, submit the separate written exemption request and documentation showing the nature and value of work. The exemption does not apply in a flood hazard area or to electrical, plumbing, structural, mechanical, or gas work. A project may not be divided to evade permitting.

Exemption Requested		☐ No ☐ Yes - Separate request attached	
Private Provider		☐ No ☐ Plans Review ☐ Inspections ☐ Both	

APPLICANT CERTIFICATIONS

I certify that the information and attachments submitted are true and accurate to the best of my knowledge; work will comply with the approved permit documents, Florida Building Code, applicable local requirements, and required outside-agency approvals; no work will be concealed before required approval; and changes to the approved scope or plans will be submitted before implementation.

NOTICE: Additional restrictions may apply to this property through county public records, and additional permits may be required from water management districts, state agencies, federal agencies, or other authorities.

WARNING TO OWNER: Failure to record a Notice of Commencement may result in paying twice for improvements. When required, the Notice of Commencement must be recorded and posted at the job site before the first inspection. If financing is intended, consult the lender or an attorney before recording.

Applicant Signature		Date	
Printed Name / Capacity		Owner Authorization Attached: ☐ Yes ☐ N/A	

CITY OF CEDAR KEY
BUILDING PERMIT APPLICATION

PAGE 2 - CONTRACTOR, SERVICE PROVIDER, AND BTR VERIFICATION

List every contractor, subcontractor, design professional, private provider, and other paid service provider participating in the permitted work. Before permit issuance or beginning work, City Hall must confirm whether each business is required to hold an active City of Cedar Key Business Tax Receipt (BTR) and document verification below. A BTR does not replace state or local professional licensing.

PRIMARY CONTRACTOR

Business / Contractor Name		Contact Person	
Address		Phone / Email	
State License No.		License Type / Expiration	
Workers Comp.		☐ Coverage attached ☐ Exemption attached	
Cedar Key BTR		☐ Verified active ☐ Not required ☐ Pending	
BTR No. / Expiration		Verified By / Date	

CONTRACTORS AND OTHER SERVICES

Service / Trade	Business / Individual	State License No.	Workers Comp.	Cedar Key BTR	BTR No./Exp.	City Verified By/Date
Building / General			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Electrical			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Plumbing			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Mechanical / HVAC			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Roofing			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
LP / Natural Gas			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Manufactured Home Setup			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Pool / Specialty			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Engineer / Architect			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Surveyor			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Private Provider			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		
Other:			☐ Cov. ☐ Ex.	☐ Active ☐ N/R		

CONTRACTOR ACKNOWLEDGMENT

The contractor is ultimately responsible for knowing, identifying, requesting, and obtaining all inspections required by the Florida Building Code, approved plans, permit conditions, and other applicable requirements. All required inspection fees must be paid in advance to City Hall before the applicable inspection will be scheduled or performed. Every contractor and other service provider must maintain all required licenses, insurance, and City of Cedar Key BTR throughout the project.

Contractor Signature		Date	
Printed Name / Title		Email / Phone	

CITY OF CEDAR KEY
BUILDING PERMIT APPLICATION

PAGE 3 - SITE PLAN / SURVEY WORKSHEET

Site Plan For		Parcel / Alt. Key No.	
Lot / Block / Subdivision		Zoning / Future Land Use	
Property Dimensions		Scale Used	
Front Setback		Side / Rear Setbacks	

SITE PLAN MUST SHOW, AS APPLICABLE

Shown	Required Feature	Verified
☐	Property boundaries and dimensions; legal lot/parcel identification.	☐
☐	North arrow and drawing scale.	☐
☐	All existing and proposed structures, uses, dimensions, and impervious surface areas.	☐
☐	Distances/setbacks from structures and improvements to every property line.	☐
☐	Roads, alleys, rights-of-way, centerlines, easements, access, driveways, sidewalks, and required parking.	☐
☐	Existing/proposed grades, fill, drainage flow, and stormwater features when applicable.	☐
☐	Natural/manmade surface waters, wetlands, canals, shorelines, seawalls, docks, and mean-high-water information.	☐
☐	Water/sewer lines and meters; septic system, drain field, and well locations.	☐
☐	LP/fuel tanks, size/type, separation from structures/property lines, and ignition sources.	☐
☐	Flood-zone boundaries, BFE/design flood elevation, proposed finished-floor elevation, and spot elevations when required.	☐
☐	Trees or vegetation affected by the proposed work and required protection/removal.	☐

SITE PLAN DRAWING AREA

N ↑

Scale: _____

SITE PLAN CERTIFICATION

Prepared By		Date	
Signature		Professional License No. (if required)	