

**CITY OF CEDAR KEY**  
OFFICE OF THE CITY CLERK

**MEMORANDUM**

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|----------------|-------------------------------------------------------------------------|
| <b>TO</b>      | Contractors, Property Owners, Permit Applicants, and Interested Parties |
| <b>FROM</b>    | Brooke Beck-Smith, City Clerk                                           |
| <b>DATE</b>    | September 23, 2026                                                      |
| <b>SUBJECT</b> | Building Department Procedures, Permit Fees, and Payment Options        |

The City of Cedar Key uses a centralized process for managing building permits, inspections, documents, and related requests. All building-related correspondence and paperwork must be submitted by email to:

**cityhall@cedarkeyfl.us**

This email address is the City's official method for receiving, documenting, and tracking Building Department matters. Following this process ensures that each request is properly recorded, directed to the appropriate professional, and answered accurately and promptly.

The City Clerk works directly with JPI, the City's contracted Building Department professional, to coordinate all aspects of the Building Department. JPI provides the technical expertise and professional review required for building-related matters. JPI works remotely and does not maintain set office hours on the island. Accordingly, Clerk's Office staff will not provide technical building advice or answer technical building questions verbally. Questions submitted through the City Hall email address will be forwarded to the appropriate professional for an accurate response.

**Required Procedures**

1. Permit applications: All required permits must be applied for and approved by the Building Official through City Hall before any work begins. The contractor must maintain an active City of Cedar Key Business Tax Receipt (BTR).
2. Building questions and requests: All questions, documents, applications, revisions, and other requests must be emailed to cityhall@cedarkeyfl.us.
3. Inspections: Inspection requests must be submitted through the same email process. It is the contractor's responsibility to schedule all required inspections in a timely manner. Each inspection is \$90 and must be paid separately from the permit fee.
4. Work authorization: Submission of a permit application does not authorize work to begin. Work may commence only after the permit has been reviewed, approved, and issued. When required by Florida law, a copy of the recorded Notice of Commencement must be submitted to City Hall before the first inspection. The document may be emailed to cityhall@cedarkeyfl.us.

**Updated Permit Fees**

At its September 15, 2026 meeting, the City Commission unanimously approved a revised building permit fee schedule. The new fees are now in effect and were adopted to comply with applicable Florida legislative requirements.

As a reminder, the Building Department operates as a net-zero, self-supporting department. The revised fees are intended to accurately reflect the cost of the specific professional services provided for each permit, review, and inspection.

**Current and Upcoming Payment Options**

The City currently accepts cash, check, and card payments. In the near future, customers will also be able to make payments online through the City's website using Square. Establishing this convenient online payment option is a current priority of the Clerk's Office.

**Online Permit Automation**

The City is continuing to develop an automated online permitting process. This project remains in progress and is actively moving forward. Additional information and instructions will be provided when the online permitting system becomes available.

Until the new online systems are implemented, all permit applications, building documents, questions, and inspection requests must continue to be submitted to cityhall@cedarkeyfl.us.

Compliance with these procedures will help the City provide consistent, timely, and properly documented Building Department services. Thank you for your cooperation.

Brooke Beck-Smith  
City Clerk  
City of Cedar Key