



**VILLAGE OF KEY BISCAYNE**  
**Building Division**  
**88 W. McIntyre St.**  
**Key Biscayne, FL 33149**  
**305-365-5511**

## **WALK-THRU PERMIT GUIDELINES**

**The Village of Key Biscayne Walk-thru permit processing sign-in  
Monday-Thursday between the hours of 7:30 AM and 10:00 AM  
(No Walk-Thru on Friday)**

- ✓ Sign-in at the permit counter between 7:30 AM and 10:00 AM
- ✓ Have all paperwork complete and ready for submittal
- ✓ Contractors will need to have all licenses and insurance up to date
- ✓ Have a copy of the signed contract for work to be performed

### **WALK-THRU SERVICE IS LIMITED TO THE FOLLOWING PERMITS TYPES**

#### **Building Permits**

- ✓ **Windows/Doors** (Single Family/Duplex/Condo Units)
- ✓ **Shutters** (Single Family/Duplex/Condo Units)
- ✓ **Roofing** (Single Family/Duplex)
- ✓ **Fences** (Single Family/Duplex)
- ✓ **Concrete Driveways/Walkways** (Single Family/Duplex)
- ✓ **Pre-Fab Sheds** (Single Family/Duplex)
- ✓ **Flooring** (Single Family/Duplex/Condo Units)
- ✓ **Single Kitchen or Bathroom Alteration** (Single Family/Duplex/Condo Units only)
- ✓ **Shop Drawings** (Single Family/Duplex/Condo Units)
- ✓ **Temporary Events** (All)

#### **Electrical Permits**

- ✓ **30-Day Temporary Service** (All)
- ✓ **A/C Change-out Disconnects** (Single Family/Duplex. Condo Unit)
- ✓ **Burglar Alarms** (Single Family/Duplex/Condo Unit)
- ✓ **Service Changes** (Single Family/Duplex) (Riser diagrams provided by Master Electrician must be signed and notarized)
- ✓ **Re-connect Meter** (All)
- ✓ **Temporary for Construction** (All)

#### **Plumbing Permits**

- ✓ **Water Heaters Change-outs** (Single Family/Duplex/Condo Units)
- ✓ **Backflow Certifications** (All)
- ✓ **Sewer Cap** (All)
- ✓ **Irrigation** (Single Family/Duplex)
- ✓ **Plumbing Fixture Replace** (Like Toilet, Sink, Faucet) (Single Family/Duplex/Condo Unit)
- ✓ **Shower Plan Replacement Only** (Single Family, Duplex, Condo Unit)
- ✓ **Septic Tank Abandonment** (Single Family/Duplex)
- ✓ **Sewer Connections** (Single Family/Duplex)
- ✓ **Portable Toilets** (All)

#### **Mechanical Permits**

- ✓ **A/C Change-outs** (Single Family/Duplex or Condo Units and non-residential up to 5 tons)

#### **Zoning Permits**

- ✓ **Landscape** (Single Family/Duplex)

Note: Staff reserves the right to limit the number of applications submitted per person.  
Revisions limited to only those types of permits listed herein.

12/18R2.0