



**TOWN OF LONGBOAT KEY**  
**PLANNING, ZONING AND BUILDING DEPARTMENT**  
 501 Bay Isles Road, Longboat Key, FL 34228  
 Phone: 941-316-1966 FAX: 941-316-1970

## REQUEST FOR BINDING INTERPRETATION OF MINOR WORK

This form and the Building Official's response are based on Town Code Section 150.30 (D). When completing this form, please read carefully and add any additional information required to fully identify the scope of the proposed project.

PROPERTY OWNER(S) NAME(S): \_\_\_\_\_

CONTRACTOR NAME (IF APPLICABLE): \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ UNIT \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PLEASE CHECK "YES" TO ALL ITEMS BELOW THAT APPLY TO YOUR PROJECT:**

1. Will you be using a contractor for any of the proposed work?  YES
2. Have you signed a contract, which you can supply, for the work:  YES  
 -If "yes" attach a copy of the contract(s)
3. Was your building constructed before 1975?  YES  
 -If your building is non-conforming, a FEMA Packet is required once granted approval from the Building Official for specified Minor Work  YES
4. Does your building have a fire sprinkler system?  YES
5. Does your building have a smoke detection system?  YES
6. Are you removing, moving, replacing, changing, altering, or adding new any of the following items:

- |                 |                              |                    |                              |           |                              |
|-----------------|------------------------------|--------------------|------------------------------|-----------|------------------------------|
| Walls           | <input type="checkbox"/> YES | Drywall *          | <input type="checkbox"/> YES | Wallpaper | <input type="checkbox"/> YES |
| Interior Window | <input type="checkbox"/> YES | Decking boards     | <input type="checkbox"/> YES | Sink      | <input type="checkbox"/> YES |
| Interior Doors  | <input type="checkbox"/> YES | Trim work/moldings | <input type="checkbox"/> YES | Toilet    | <input type="checkbox"/> YES |
| Screening       | <input type="checkbox"/> YES | Siding             | <input type="checkbox"/> YES | Soffits   | <input type="checkbox"/> YES |
| Concrete work   | <input type="checkbox"/> YES | Painting: exterior | <input type="checkbox"/> YES | Fascia    | <input type="checkbox"/> YES |
| Flooring        | <input type="checkbox"/> YES | Painting: interior | <input type="checkbox"/> YES |           |                              |

\* Removal of a cumulative 48 sq. ft or more of wall covering, including tile backer requires a building permit.

Please provide below or attach any additional information regarding your proposed project that will further clarify the exact scope of work.

OTHER: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The project described above will be approved or disapproved based upon information provided. If disapproved, please contact the Planning, Zoning and Building Department for assistance on what permits will be required.

**BUILDING OFFICIAL**  
 DETERMINATION STAMP: