



**Town of Longboat Key  
Planning, Zoning and Building Department**

501 Bay Isles Road  
Longboat Key, Florida 34228  
941-316-1966  
941-316-1970 FAX

**BUILDING PERMIT REVIEW CHECKLIST  
FOR DEMOLITION**

Any application for Building Permit approval shall be signed and submitted by the Applicant on a form provided by the Town, and in addition shall include at least the following information, unless the Town determines that one or more of the following elements do not apply to the particular application.

Application for Building Permit Approval for Demolition must include submission of the following:

- A completed Building Permit Application including a complete description of what is being demolished **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide a notarized letter from the Fee Owner of the property authorizing the applicant to demolish the improvements on their real property **Attached** \_\_\_\_ **N/A** \_\_\_\_ **(The letter authorizing a contractor to perform the demolition of real property must come from the fee owning entity of the parcel (Individual, Corporation, LLC, Partnership, Trust, etc.) If the fee owner is anything but an individual, the applicant must justify that whoever is signing the letter authorizing said demolition has the legal right to sign for that entity)**
- Provide a letter from Florida Power and Light (FPL) stating the power has been disconnected to the property **Attached** \_\_\_\_ **N/A** \_\_\_\_
- A copy of a Land Survey or Site Plan is required to be submitted showing the following:
  - location of all existing improvements on the site to be demolished, **Attached** \_\_\_\_ **N/A** \_\_\_\_
  - include location of where the water and sewer connections are to be exposed and capped on the property (i.e., structure side location of the public utility connections) **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Show National Pollutant Discharge Elimination System (NPDES) Best Management Practices (BMP) proposed to be used (i.e., silt fence, storm sewer protection) **Attached** \_\_\_\_ **N/A** \_\_\_\_
- Provide a dewatering plan if the demolition includes a pool **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_