

Wednesday, December 01, 2021

Attention: Martha Arencibia  
Code Enforcement Division  
City of Key West  
1300 White Street  
Key West, FL 33040

Re: 0 Duval Street / Ocean Key Resort & Spa

### **Summary Statement of Emergency Kitchen HVAC Replacement**

This statement of facts is composed to explain the efforts attempted and involved for seeking permitting guidance and assistance for the emergency replacement of the Kitchen HVAC System at Ocean Key Resort & Spa. I spoke with Martha today regarding the upcoming hearing scheduled Dec. 8 at 3:00 pm. I explained the following details along with providing supporting documentation of the permitting history process and registration of our company ELITE Development & Mechanical Corp. The HVAC equipment was delivered to Ocean Key almost the 2<sup>nd</sup> week of September and placed in storage on their property. During this time, we were beginning to research the registration and permit process with the City of Key West online. After several days we received a call from the general manager of the hotel stating their kitchen HVAC system had stopped working and asked if there was any way we could get the new system installed because temperatures were between 115 and 120 degrees in the kitchen. We reluctantly agreed understanding the urgency and emergency situation of having employees working in those conditions. We installed the new HVAC system about 10 days prior to the end of September. We then went online and made payment to Monroe County for our business tax receipt the first page of our supporting documentation dated September 29<sup>th</sup>. We then contacted Veronica at the city which provided an email with registration procedures, and thereafter had a series of difficulties with having our licensing documents cleared although submitted at time of registration for some reason. After receiving our registration information, we did not have the proper access when logging into our contractor account as it would not provide us with the option to submit a permit application. The IT department was called mid-October asking for their help but no one answered and a voicemail was left for the IT department. The following afternoon after no response was received, we called the city again the following day asking for the IT department once again and were transferred to an extension. The gentleman that answered was with the floodplain department. I explained to him the difficulty we were having and provided him with our login credentials. He then tested our access and mentioned the option now appeared on screen. At that time about the 3<sup>rd</sup> week of October we initiated the permit submittal request. During this time, we were collecting documentation, and receiving guidance with the permit application, obtaining signatures, and completing as much of the required forms necessary for submission. Although our initiation late October we submitted the request with the documentation we had on hand although not complete to enter the queue for permitting on November the 8th.

Subsequent forms were finalized with the NOC being recorded and submitted. We maintained dialogue with Terry Richardson during the permitting process explaining the scope of work. Please review the entire package of supporting documentation and you will find we were always working as best possible to obtain the required permit despite time constraints and some technical difficulties experienced. The permit was approved November 22<sup>nd</sup>, and has been paid for and received for us with the help of local resources from Ocean Key Resort staff. We are new to Monroe County and even more so to the City of Key West. We have never solicited a permit within Monroe County or Key West and were completely unfamiliar with the process. We are not local, as well as about a 4-hour drive away so we require the support of city resources via email and telephone to assist us with the process. We take significant pride in how we conduct business and our work always meets and exceeds code requirements. We also learned today (the date of this statement) from our phone call with Martha Arencibia regarding the request for emergency work such as this and contacting the building department for approval of work prior to permit issuance. Again, we were not aware of this emergency permitting process availability as this is our 1<sup>st</sup> permit within Monroe County. We will pursue this conduit if presented with another emergency instance in the future. Please understand we made every attempt to learn the permitting process through this experience and initiated the process within just a couple of days of the HVAC system installation. We are working diligently towards closure of the permit and are in contact with the city to learn if there are specific inspection dates and or times required for inspection. Please review all supporting documentation as it will demonstrate our ongoing communications with city resources seeking guidance and direction. We are asking for your understanding and professional consideration in dismissal of this matter.

Sincerely,



Nelson Medina Jr  
Principal



Yandro Martinez  
Principal/Qualifier

# Thank you for your payment.

An email confirmation will be sent to [info@elitedevelopmentcorp.com](mailto:info@elitedevelopmentcorp.com).

<b>Receipt Number</b>	<b>Payment Date</b>
000-20-00041808	09/29/2021 08:37AM

## Order Summary

 BUSINESS TAX

2022 Receipt #30140-128780

**Account 128780**  
ELITE DEVELOPMENT & MECHANICAL CORP  
16334 SW 11 ST  
PEMBROKE PINES, FL 33027  
**CONTRACTOR**

\$20.00

Payment	—	\$20.00
Balance		\$0.00

## Transaction Details

<b>Using E-Check</b> Account ending in 9770	<b>Paid By</b> ELITE Development & Mechanical Corp <a href="mailto:info@elitedevelopmentcorp.com">info@elitedevelopmentcorp.com</a>
--	---

**From:** [Elite Development & Mechanical Corp](#)  
**To:** [jamneus@oceankey.com](mailto:jamneus@oceankey.com)  
**Cc:** [Alberto Martinez](#)  
**Subject:** HVAC Permit Application  
**Date:** Friday, October 01, 2021 3:50:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[ODuval\\_BUILDINGAPPLICATION\\_DrvRun.pdf](#)  
[OceanKey\\_NewKitchenHVAC.pdf](#)  
[ELI091521AM.pdf](#)

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Good afternoon Johan & Alberto,

I have attached the permit application pages, but I am waiting for one technical detail to be emailed by Carrier Corporation regarding the SEER rating of the equipment. Can you have someone visit the county office locally and review the document to see what additional details they may need so I can complete the application? I would take the application pages and cost of the project for their review.

We appreciate your help and the county office guidance so we can have the application approved the first time when submitted.

---

**Nelson Medina Jr**

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
(954) 450-8670 Office / (954) 447-6078 Fax  
CFC 1430472 | CGC 1528966 | CMC 1250794  
<http://www.elitedevelopmentcorp.com>

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Please consider the environment before printing this e-mail.

**From:** [Elite Development & Mechanical Corp](#)  
**To:** [Alberto Martinez](#)  
**Cc:** [jamneus@oceankey.com](mailto:jamneus@oceankey.com)  
**Subject:** FW: Permitting/registration information.  
**Date:** Wednesday, October 06, 2021 8:46:00 PM  
**Attachments:** [Panel 01-#03 #04 - Minimum Requirements for Application Submittals-20181218.pdf](#)  
[eTrakit online permit application instructions-Contractors 2020 202010061807043224.pdf](#)  
[image001.png](#)  
[image002.png](#)

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Hi Alberto lets discuss the attachments tomorrow morning. We will need your help with a drawing of the location of the A/C Systems. I am working on the application to see how far I can get it completed.

---

### Nelson Medina Jr

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
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Please consider the environment before printing this e-mail.

**From:** Veronica Cleare <[vcleare@cityofkeywest-fl.gov](mailto:vcleare@cityofkeywest-fl.gov)>  
**Sent:** Wednesday, October 06, 2021 8:47 AM  
**To:** Elite Development & Mechanical Corp <[info@elitedevelopmentcorp.com](mailto:info@elitedevelopmentcorp.com)>  
**Subject:** Permitting/registration information.

Good morning,

Below is the contractor registration process. If you have any questions regarding registering, please contact our Licensing Department at 305 809-3955 or [licensing@cityofkeywest-fl.gov](mailto:licensing@cityofkeywest-fl.gov).

Please visit the City of Key West website ([www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)) and do the following:

Click on "City Departments"  
Scroll down and click on "Licensing Division"  
Click on "Contractor Licensing Information"  
Click on "Contractors based outside of City Limits"

Thank you,

*Veronica Cleare*

*Permit Technician*

*Building Department*

*1300 White Street*

*Key West, FL 33040*

*(305) 809-3957*

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Elite Development & Mechanical Corp](#)  
**Subject:** Online Form Submittal: Licensed Contractor Registration Form  
**Date:** Sunday, October 10, 2021 4:43:26 PM

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## Licensed Contractor Registration Form

### DEPARTMENT OF BUSINESS & PROFFESIONAL REGULATIONS (DBPR) LICENSED CONTRACTOR REGISTRATION

CITY OF KEY WEST  
LICENSING DIVISION  
P.O. BOX 1409  
KEY WEST, FL 33040

(Section Break)

Date:	10/10/2021
Business Name:	ELITE Development & Mechanical Corp
Qualifier Name:	Yandro Martinez
Business Address:	16334 SW 11 Street
City	Pembroke Pines
State	FL
Zip Code	33027
Business Phone Number:	954-450-8670
Mobile Number:	305-308-5601
E-mail:	<a href="mailto:info@elitedevelopmentcorp.com">info@elitedevelopmentcorp.com</a>
Select which applies:	Air Conditioning
Attached either Workers' Comp (WC) Insurance or WC	Yandro_WrkExemp.pdf

**Exemption:**

**Attach Copies of  
Business Tax Receipts  
from Local Jurisdiction:**

PembrokePinesBusinessTaxReceipt2021\_2022.pdf

**Attach Copies of  
Liability Insurance:**

KeyWest\_COI.pdf

**Attach Copies of DBPR  
State License**

ELITE\_CMC.pdf

**Electronic Signature**

I agree

(Section Break)



**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [Elite Development & Mechanical Corp](#)  
**Subject:** Online Form Submittal: Licensed Contractor Registration Form  
**Date:** Sunday, October 10, 2021 4:50:25 PM

---

## Licensed Contractor Registration Form

### DEPARTMENT OF BUSINESS & PROFFESIONAL REGULATIONS (DBPR) LICENSED CONTRACTOR REGISTRATION

CITY OF KEY WEST  
LICENSING DIVISION  
P.O. BOX 1409  
KEY WEST, FL 33040

(Sendin' Form)

Date:	10/10/2021
Business Name:	ELITE Development & Mechanical Corp
Qualifier Name:	Yandro Martinez
Business Address:	16334 SW 11 Street
City	Pembroke Pines
State	FL
Zip Code	33027
Business Phone Number:	954-450-8670
Mobile Number:	305-308-5601
E-mail:	<a href="mailto:info@elitedevelopmentcorp.com">info@elitedevelopmentcorp.com</a>
Select which applies:	Plumbing
Attached either Workers' Comp (WC) Insurance or WC	Yandro_WrkExemp.pdf

**Exemption:**

**Attach Copies of  
Business Tax Receipts  
from Local Jurisdiction:**

PembrokePinesBusinessTaxReceipt2021\_2022.pdf

**Attach Copies of  
Liability Insurance:**

KeyWest\_COI.pdf

**Attach Copies of DBPR  
State License**

ELITE\_CFC.pdf

**Electronic Signature**

I agree

Signature

**From:** Joseph Madrid  
**To:** Elite Development & Mechanical Corp  
**Subject:** Elite Development & Mechanical Corp. City of Key West Contractor Registration  
**Date:** Tuesday, October 12, 2021 10:13:41 AM  
**Attachments:** Image001.png  
Image002.png

---

Good morning,

Elite Development & Mechanical Corp is now registered with the City of Key West, Registrations below:

Mechanical Contractor/Yandro Martinez-Qualifier/Registration: AEC35591

Plumbing Contractor/Yandro Martinez-Qualifier/Registration: AEC35592

In order to keep your registration active, we request that you send updated license & insurance forms as they become available to you; they should be sent to [licensing@cityofkeywest-fl.gov](mailto:licensing@cityofkeywest-fl.gov).

To schedule inspections or submit new applications you will need to create an account by following the below instructions:

Go to our website: [www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)

Click on City Departments

Then click on Building Department

Expand Permits Sub-Menu

Click on Building Permits Online

Click on Proceed to Site

Then follow the below instructions

**CONTRACTORS** : For your initial eTRAKiT portal account login:

Click on the **Forgot Password** link at the top of the page.

Select the **Contractor** button.

Enter your email address that is registered with the City.

Then click on the **Reset Password** button.

An email will be sent with a link that will allow you to set a password and setup security questions for your account.

Please do not share your password with anyone that is not authorized to conduct business for your company.

If you need any assistance with permitting, please contact the Building Department at 305-809-3956 or via email at: [bldg@cityofkeywest-fl.gov](mailto:bldg@cityofkeywest-fl.gov)

Thank you,

*Joseph Madrid*

Licensing Administrator



Licensing | 1300 White Street | Key West, Florida 33040  
Direct: 305.809.3959  
eMail: [jmadrid@cityofkeywest-fl.gov](mailto:jmadrid@cityofkeywest-fl.gov)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. F.S. 668.6076.

**From:** Elite Development & Mechanical Corp  
**To:** Joseph Madrid  
**Cc:** Veronica Claara; Alberto Martinez; jamneus@oceankv.com  
**Subject:** RE: Elite Development & Mechanical Corp. City of Key West Contractor Registration  
**Date:** Sunday, October 17, 2021 1:59:00 PM  
**Attachments:** image003.png  
image004.png  
image005.png  
image006.png

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Good afternoon,

I have logged into our account and it is stating our AEC license is expired; everything is current with our licensing and insurance which was mailed in for our registration. I need to submit a permit application urgently for Ocean Key Resort but do not have the option available. I have tried accessing the system several times with no access to submit a permit application. Please help me with this.

---

### Nelson Medina Jr

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
(954) 450-8670 Office / (954) 447-6078 Fax  
CFC 1430472 | CGC 1528966 | CMC 1250794  
<http://www.elitedevelopmentcorp.com>

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Please consider the environment before printing this e-mail.

**From:** Joseph Madrid <jmadrid@cityofkeywest-fl.gov>  
**Sent:** Tuesday, October 12, 2021 10:14 AM  
**To:** Elite Development & Mechanical Corp <info@elitedevelopmentcorp.com>  
**Subject:** Elite Development & Mechanical Corp. City of Key West Contractor Registration

Good morning,

Elite Development & Mechanical Corp is now registered with the City of Key West, Registrations below:

Mechanical Contractor/Yandro Martinez-Qualifier/Registration: AEC35591  
Plumbing Contractor/Yandro Martinez-Qualifier/Registration: AEC35592

In order to keep your registration active, we request that you send updated license & insurance forms as they become available to you; they should be sent to [licensing@cityofkeywest-fl.gov](mailto:licensing@cityofkeywest-fl.gov).

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Click on City Departments  
Then click on Building Department  
Expand Permits Sub-Menu  
Click on Building Permits Online  
Click on Proceed to Site  
Then follow the below instructions

**CONTRACTORS** : For your initial eTRAKIT portal account login:

Click on the **Forgot Password** link at the top of the page.

Select the **Contractor** button.

Enter your email address that is registered with the City.

Then click on the **Reset Password** button.

An email will be sent with a link that will allow you to set a password and setup security questions for your account.

Please do not share your password with anyone that is not authorized to conduct business for your company.

If you need any assistance with permitting, please contact the Building Department at 305-809-3956 or via email at: [bldg@cityofkeywest-fl.gov](mailto:bldg@cityofkeywest-fl.gov)

Thank you,

*Joseph Madrid*

Licensing Administrator



Licensing | 1300 White Street | Key West, Florida 33040

Direct: 305.809.3959

eMail: [jmadrid@cityofkeywest-fl.gov](mailto:jmadrid@cityofkeywest-fl.gov)

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**From:** Elite Development & Mechanical Corp  
**To:** [licensing@cityofkeywest-fl.gov](mailto:licensing@cityofkeywest-fl.gov)  
**Cc:** Joseph Madrid; Veronica Cleare  
**Subject:** FW: Elite Development & Mechanical Corp. City of Key West Contractor Registration  
**Date:** Sunday, October 17, 2021 2:07:00 PM  
**Attachments:** image001.png  
image002.png  
ELITE\_CFC.pdf  
ELITE\_CMC.pdf  
image003.png  
image004.png  
**Importance:** High

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Please see licensing documents and update our file. We need to submit a permit application urgently.

---

**Nelson Medina Jr**

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
(954) 450-8670 Office / (954) 447-6078 Fax  
CFC 1430472 | CGC 1528966 | CMC 1250794  
<http://www.elitedevelopmentcorp.com>

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**From:** Joseph Madrid <jmadrid@cityofkeywest-fl.gov>  
**Sent:** Tuesday, October 12, 2021 10:14 AM  
**To:** Elite Development & Mechanical Corp <info@elitedevelopmentcorp.com>  
**Subject:** Elite Development & Mechanical Corp. City of Key West Contractor Registration

Good morning,

Elite Development & Mechanical Corp is now registered with the City of Key West, Registrations below:

Mechanical Contractor/Yandro Martinez-Qualifier/Registration: AEC35591  
Plumbing Contractor/Yandro Martinez-Qualifier/Registration: AEC35592

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Then click on Building Department  
Expand Permits Sub-Menu  
Click on Building Permits Online  
Click on Proceed to Site  
Then follow the below instructions

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Select the **Contractor** button.

Enter your email address that is registered with the City.

Then click on the **Reset Password** button.

An email will be sent with a link that will allow you to set a password and setup security questions for your account.

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Thank you,

*Joseph Madrid*

Licensing Administrator



Licensing | 1300 White Street | Key West, Florida 33040

Direct: 305.809.3959

eMail: [jmadrid@cityofkeywest-fl.gov](mailto:jmadrid@cityofkeywest-fl.gov)

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**From:** [Elite Development & Mechanical Corp](#)  
**To:** [Sophia Yen](#)  
**Cc:** [Alberto Martinez; jamneus@oceankey.com](#)  
**Subject:** FW: Ocean Key Permit Documents  
**Date:** Monday, November 01, 2021 8:09:00 PM  
**Attachments:** [0 Duval Notice of Commencement.pdf](#)  
[0 Duval MCPA PropertyReport.pdf](#)  
[Minimum Requirements for Permit Applications Submittals \(PDF\).pdf](#)  
[image001.png](#)  
[image002.png](#)  
**Importance:** High

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Hi Sophia,

I need the NOC signed and notarized. The property appraiser report is informative only and I have to upload into the permitting system. It would be helpful if I can obtain a warranty deed for proof of ownership. I have tried to download from the clerk of courts but cannot find the deed regardless of the search performed.

Albert,

I need a sketch of the rooftop showing where the condensing unit is installed, location of the kitchen, and location of air handler. They also ask for a survey not sure if this will be needed. I need this to complete the electronic request for now. Please return as soon as possible.

---

**Nelson Medina Jr**

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
(954) 450-8670 Office / (954) 447-6078 Fax  
CFC 1430472 | CGC 1528966 | CMC 1250794  
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**From:** [donotreply@cityofkeywest-fl.gov](mailto:donotreply@cityofkeywest-fl.gov)  
**To:** [Elite Development & Mechanical Corp](#)  
**Subject:** Permit BLD2021-3142 is received via E-trakit on-line application  
**Date:** Monday, November 08, 2021 6:34:09 PM

---

Dear ,

Your Permit: BLD2021-3142 is received on 11/8/2021 via E-trakit on-line application.

Thank You,  
City of Key West

**From:** Elite Development & Mechanical Corp  
**To:** trichardson@cityofkeywest-fl.gov  
**Cc:** Gerzale Hill  
**Subject:** Fwd: Sent from Snipping Tool  
**Date:** Thursday, November 11, 2021 1:21:47 PM  
**Attachments:** imaaa001.png

I am forwarding again as I did not receive the correct email address the first time.

Nelson Medina  
ELITE Development & Mechanical  
305-308-5601 Mobile

Get Outlook for iOS

**From:** Elite Development & Mechanical Corp <info@elitedevelopmentcorp.com>  
**Sent:** Wednesday, November 10, 2021 10:19:43 AM  
**To:** TRICHARDSON@CITYOFKEYWESTFL.GOV <TRICHARDSON@CITYOFKEYWESTFL.GOV>  
**Subject:** Fwd: Sent from Snipping Tool

Good morning Terry,

I would like to speak with regarding the received email and the drawings requested. This was an emergency replacement due the other system having broke down with no cooling in the kitchen area.

I attempted to call the building department but it went to voicemail.

Please call me at your earliest possibility, thank you.

Nelson Medina  
ELITE Development & Mechanical  
305-308-5601 Mobile

Get Outlook for iOS

**From:** Gerzale Hill <ghill@cityofkeywest-fl.gov>  
**Sent:** Wednesday, November 10, 2021 9:10:35 AM  
**To:** Elite Development & Mechanical Corp <info@elitedevelopmentcorp.com>  
**Subject:** Sent from Snipping Tool

Hello,

Currently your permit has some corrections that are needed.  
Please upload professional drawings per plans reviewer  
Terry Richardson.

Thank you,  
Gerzale



**From:** Gerzale Hill  
**To:** Elite Development & Mechanical Corp  
**Subject:** BLD2021-3142  
**Date:** Friday, November 12, 2021 1:59:35 PM  
**Attachments:** 0\_NOC.pdf

---

HELLO,

YOUR NOTICE OF COMMENCEMENT NEEDS TO BE FILED AT THE  
MONROE COUNTY CLERKS OFFICE LOCATED 500 WHITEHEAD STREET, KEY WEST, FLORIDA 33040.  
THEN PLEASE PROVIDE WITH US A STAMP COPY.

THANK YOU,  
GERZALE

**From:** [Elite Development & Mechanical Corp](#)  
**To:** [Alberto Martinez](#); [Johan Amneus](#)  
**Cc:** [Sophia Yen](#)  
**Subject:** RE: BLD2021-3142  
**Date:** Sunday, November 14, 2021 9:47:00 PM  
**Attachments:** [0\\_NOC.pdf](#)  
[image001.png](#)  
[image002.png](#)  
**Importance:** High

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Please use the attached form the first one was missing the permit number, not sure what happened after I saved it.

---

## Nelson Medina Jr

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
(954) 450-8670 Office / (954) 447-6078 Fax  
CFC 1430472 | CGC 1528966 | CMC 1250794  
<http://www.elitedevelopmentcorp.com>

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Please consider the environment before printing this e-mail.

**From:** Elite Development & Mechanical Corp  
**Sent:** Sunday, November 14, 2021 9:44 PM  
**To:** Alberto Martinez <[amartinez@oceankey.com](mailto:amartinez@oceankey.com)>; Johan Amneus <[jamneus@oceankey.com](mailto:jamneus@oceankey.com)>  
**Cc:** Sophia Yen <[syen@noblehousehotels.com](mailto:syen@noblehousehotels.com)>  
**Subject:** FW: BLD2021-3142  
**Importance:** High

Good evening Gentlemen,

We need your help as you are in the immediate area and can help expedite this rather than mailing. This NOC needs to be recorded at the clerk's office at 500 White Street in Key West. Please record this document and if they do not return the original at the same time when

recording please request a certified copy so I may upload into the permitting system. If I go through "snail mail" it will take the better part of the week to be accomplished. Please return the scanned original or certified copy as soon as possible for me upload.

Please let me know.

---

**Nelson Medina Jr**

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
(954) 450-8670 Office / (954) 447-6078 Fax  
CFC 1430472 | CGC 1528966 | CMC 1250794  
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**From:** Gerzale Hill <[ghill@cityofkeywest-fl.gov](mailto:ghill@cityofkeywest-fl.gov)>  
**Sent:** Friday, November 12, 2021 1:59 PM  
**To:** Elite Development & Mechanical Corp <[info@elitedevelopmentcorp.com](mailto:info@elitedevelopmentcorp.com)>  
**Subject:** BLD2021-3142

HELLO,

YOUR NOTICE OF COMMENCEMENT NEEDS TO BE FILED AT THE  
MONROE COUNTY CLERKS OFFICE LOCATED 500 WHITEHEAD STREET, KEY WEST, FLORIDA 33040.  
THEN PLEASE PROVIDE WITH US A STAMP COPY.

THANK YOU,  
GERZALE

**From:** Johan Amneus  
**To:** Elite Development & Mechanical Corp; Alberto Martinez  
**Cc:** Sophia Yen  
**Subject:** RE: BLD2021-3142  
**Date:** Tuesday, November 16, 2021 11:49:39 AM  
**Attachments:** image001.png  
image002.png  
NOC-OKR .pdf

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Good Morning,

Please see attached copy of the Recorded NOC that was received today by the County Clerks Office.

**Johan Amneus**  
General Manager  
(o) 305-295-7022

**From:** Elite Development & Mechanical Corp <info@elitedevelopmentcorp.com>  
**Sent:** Sunday, November 14, 2021 9:47 PM  
**To:** Alberto Martinez <amartinez@oceankey.com>; Johan Amneus <jamneus@oceankey.com>  
**Cc:** Sophia Yen <syen@noblehousehotels.com>  
**Subject:** RE: BLD2021-3142  
**Importance:** High

Please use the attached form the first one was missing the permit number, not sure what happened after I saved it.

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**Nelson Medina Jr**

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free  
(954) 450-8670 Office / (954) 447-6078 Fax  
CFC 1430472 | CGC 1528966 | CMC 1250794  
<http://www.elitedevelopmentcorp.com>

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Please consider the environment before printing this e-mail.

**From:** Elite Development & Mechanical Corp

**Sent:** Sunday, November 14, 2021 9:44 PM

**To:** Alberto Martinez <[amartinez@oceankey.com](mailto:amartinez@oceankey.com)>; Johan Amneus <[jamneus@oceankey.com](mailto:jamneus@oceankey.com)>

**Cc:** Sophia Yen <[syen@noblehousehotels.com](mailto:syen@noblehousehotels.com)>

**Subject:** FW: BLD2021-3142

**Importance:** High

Good evening Gentlemen,

We need your help as you are in the immediate area and can help expedite this rather than mailing. This NOC needs to be recorded at the clerk's office at 500 White Street in Key West. Please record this document and if they do not return the original at the same time when recording please request a certified copy so I may upload into the permitting system. If I go through "snail mail" it will take the better part of the week to be accomplished. Please return the scanned original or certified copy as soon as possible for me upload.

Please let me know.

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**Nelson Medina Jr**

ELITE Development & Mechanical Corp



(855) 70-ELITE | (855) 703-5483 Toll Free

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Please consider the environment before printing this e-mail.

**From:** Gerzale Hill <[ghill@cityofkeywest-fl.gov](mailto:ghill@cityofkeywest-fl.gov)>

**Sent:** Friday, November 12, 2021 1:59 PM

**To:** Elite Development & Mechanical Corp <[info@elitedevelopmentcorp.com](mailto:info@elitedevelopmentcorp.com)>

**Subject:** BLD2021-3142

HELLO,

YOUR NOTICE OF COMMENCEMENT NEEDS TO BE FILED AT THE  
MONROE COUNTY CLERKS OFFICE LOCATED 500 WHITEHEAD STREET, KEY WEST, FLORIDA 33040.  
THEN PLEASE PROVIDE WITH US A STAMP COPY.

THANK YOU,  
GERZALE



**From:** [terry.odell@cityofkeywest-fl.gov](mailto:terry.odell@cityofkeywest-fl.gov)  
**To:** [Elite Development & Mechanical Corp](#); [sven@noblehousehotels.com](mailto:sven@noblehousehotels.com)  
**Subject:** Permit is ready for Pickup.  
**Date:** Monday, November 22, 2021 9:57:00 AM

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This is to inform you that Permit Number BLD2021-3142, applied for on 11/8/2021 12:00:00 AM, by ELITE DEVELOPMENT & MECHANICAL CORP (MECH) with the site address of ZERO DUVAL ST is ready for pickup during normal business hours.

## Elite Development & Mechanical Corp

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**From:** Alberto Martinez <amartinez@oceankey.com>  
**Sent:** Tuesday, November 30, 2021 3:29 PM  
**To:** Johan Amneus; Elite Development & Mechanical Corp  
**Cc:** Sophia Yen  
**Subject:** FW: Permit card and receipt  
**Attachments:** Cash Register Receipt 0 duval.pdf; 21-3142.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

All,

Please see attached permit.

Mail for Windows

**Alberto Martinez**  
Chief Engineer  
(o) 305-295-7028

**From:** Marybeth H. Barter  
**Sent:** Tuesday, November 30, 2021 3:27 PM  
**To:** Alberto Martinez  
**Cc:** INFO@ELITEDEVELOPMENTCORP.COM  
**Subject:** Permit card and receipt

Attached please find your Permit card and the receipt for payment

Sincerely,

**Marybeth Barter**  
**City of Key West**  
**Building Department**  
**1300 White Street**  
**Key West, FL 33040**  
**305-809-3952**



# Cash Register Receipt

City of Key West

**Receipt Number**  
**R50787**

DESCRIPTION	ACCOUNT	QTY	PAID
<b>PermitTRAK</b>			<b>\$1,797.40</b>
<b>BLD2021-3142</b>	<b>Address: ZERO DUVAL ST</b>	<b>APN: 00000120-018800</b>	<b>\$1,797.40</b>
<b>ADMINISTRATION</b>			<b>\$89.30</b>
BUILDING PLAN REVIEW		0	\$49.80
DBPR-BCAIB-468		0	\$18.75
DEO-FBC-553		0	\$18.75
EDUCATION FEE		0	\$2.00
<b>Credit Card Fee</b>			<b>\$39.55</b>
Credit Card Fee		0	\$39.55
<b>HARC</b>			<b>\$468.55</b>
HARC APPLICATION FEE		0	\$55.12
HARC INSPECTION FEE		0	\$27.56
HARC REVIEW FEE		0	\$385.87
<b>MECHANICAL PERMIT</b>			<b>\$1,200.00</b>
MECHANICAL HOOD & HVAC		0	\$1,200.00
<b>TOTAL FEES PAID BY RECEIPT: R50787</b>			<b>\$1,797.40</b>

Date Paid: Tuesday, November 30, 2021

Paid By: ELITE DEVELOPMENT & MECHANICAL CORP (MECH)

Cashier: MB

Pay Method: CREDIT CARD 07198d



# THE CITY OF KEY WEST

1300 White Street, Key West, Florida 33040

PERMIT NUMBER

**BLD2021-3142**

## FLOODPLAIN MECHANICAL HVAC PERMIT

PERMIT TYPE: **MECHANICAL HVAC**

Issued: **11/22/2021**

PERMIT SUB TYPE : **COMMERCIAL**

Expires: **5/21/2022**

Application By: **ELITE DEVELOPMENT & MECHANICAL CORP  
(MECH)  
MARTINEZ, YANDRO (QUALIFIER)  
PEMBROKE PINES, FL 33027**

On Property Of: **ZERO DUVAL ST**

Scope of Work

Conditions Apply \_\_\_\_\_

Replacement of existing Kitchen HVAC system.. New HVAC system is same brand, size, and capacity as existing..  
N.O.C. WITH THE APPLICATION. HARC INSPECTION REQUIRED. GH

### **WARNING TO OWNERS**

**YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN  
YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU  
INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN  
ATTORNEY PRIOR TO RECORDING YOUR NOTICE OF COMMENCEMENT.**

Notice: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

- **This card and approved plans must be posted in a location clearly visible from the street.**
- **The location of construction must have posted a clearly legible address visible from the street.**

**PERMIT VOID IF CONSTRUCTION IS NOT STARTED WITHIN 180 DAYS.**  
Commercial construction allowed M-F 8:00 am – 7:00 pm, Saturday 9:00 am – 5:00 pm.

#### INSPECTIONS

Type \_\_\_\_\_  
Approved \_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Type \_\_\_\_\_  
Approved \_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\*\*\*\*FINAL\*\*\*\*  
Approved \_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Building Official:

Issued By: **Terry ODeil**

Date: **11/22/2021**