



## Building Department CHECKLIST FOR RE-ROOF PERMITS

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**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Roof deck
- Steep slope roof cover and underlayment
- Low slope configuration
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Product approval
- Manufacturer's specifications
- Skylight permit application, if replacing skylights (no additional cost).
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit.**

**NOTES:**

- If the permit request is for NEW skylights, a "Skylight Permit Application" is required, and fees will apply.

*This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.*