



Building Department CHECKLIST FOR RE-ROOF PERMITS

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

- 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.