

## ROOFING PERMITS - CHECKLIST

<b>General Requirements for ALL Permits</b>	<input type="checkbox"/> Permit must be pulled by a Certified Roofing Contractor (CCC) Contractor or Owner-Builder <input type="checkbox"/> Contractors must be actively registered with the City of Fort Myers, with updated license and insurance information <input type="checkbox"/> Owner-Builders must personally appear to sign the Owner-Builder Disclosure Statement and Permit Application Visit <a href="http://www.cityftmyers.com/1650/Electronic-Permits/">www.cityftmyers.com/1650/Electronic-Permits/</a> to learn about our <b>Customer Self Service Portal</b> .
<b>Documents at Submittal</b>	<input type="checkbox"/> Roofing Trade Permit application, completed in its entirety and signed by the license holder or owner-builder <input type="checkbox"/> Owner-Builder Disclosure Statement, if being pulled as owner-builder
<b>Documents at Issuance</b>	<input type="checkbox"/> Proof of Ownership, if the ownership on Lee County Property Appraiser website ( <a href="http://www.leepa.org">www.leepa.org</a> ) differs from the Permit Application
<b>Documents Prior to Inspection</b>	<input type="checkbox"/> Certified Copy of recorded Notice of Commencement for all jobs over \$2,500. <input type="checkbox"/> Roof Pitch Agreement shall be completed and returned to the Building division for approval by the Building Official, for any owner requesting the ability to replace shingles on an existing roof with a pitch less than 2:12. <ul style="list-style-type: none"> <li>• The completed document, with Building Official's notarized signature, shall be recorded at Lee County Clerk of Court, and a Certified Copy of the recorded document returned to the Building division prior to obtaining any inspections.</li> </ul>
<b>Roof Affidavit Prior to Final for 1 &amp; 2 Family Homes</b>	<input type="checkbox"/> <b>Roof Inspection Affidavit</b> – Required PRIOR TO FINAL INSPECTION on all re-roof permits for 1 & 2 family homes and all commercial permits. Affidavit to be completed by an Engineer/ Architect, CBC, CBC, CRC, CCC, Building Inspector (licensed under F.S. 468), or Owner-Builder. <input type="checkbox"/> <b>Roof to Wall Connections</b> – Single Family Residences with a Value of \$300,000 or Greater, requires the roof to wall connections to be improved pursuant to FBC 708.8, requiring a Building (BLD) Permit with Subcontractor Worksheet and engineer details of the connectors to be reviewed/approved by a Building Plan Reviewer. Both the mitigation and re-roof will be covered under the BLD Permit which must be secured by a CGC, CBC or CRC, with a CCC as the Roof Subcontractor; A Roof Permit (TRD) will be NOT be issued. <u><b>Exemption (if one of the below can be demonstrated, the above requirements will be waived):</b></u> <ul style="list-style-type: none"> <li>• Original home built on or after March 1, 2002.</li> <li>• A notarized letter from a CGC, CBC, or CRC, Building Inspector, Registered Architect or Engineer, stating that the connectors currently exist as required by 708.8 of the Florida Building Code (Existing Building) is submitted – requires review/approval by the Building/Deputy Building Official, or designee.</li> <li>• An estimate for the work to install the connectors along with the contract for replacing the roof is submitted, showing the value of the connectors as being 15-percent greater than the value of the roof replacement – requires review/approval by the Building/Deputy Building Official, or designee.</li> </ul>
<b>Required Inspections</b>	<input type="checkbox"/> 500 Prep Roof Over – Schedule prior to the commencement of work. (Only applicable to Roof Over Shingles; Roof Over Metal; Roof Over Flat Deck) <input type="checkbox"/> 510 90 lb. (#) – Schedule prior to the commencement of tile installation (Only applicable to Re-Roof from Shingle to Tile; and, Tile to Tile) <input type="checkbox"/> 520 – Re-Roof In-Progress – Schedule when the work is actually being done. (Only applicable to Re-Roofs with less than a 2:12 Slope & Flat Decks; Re-Roof Metal over Shingle; and Re-Roof Metal) <input type="checkbox"/> 515 Re-Roof Dry-In – Schedule prior to the finished product installation. (Only applicable to Re-Roof Shingles Only; Re-Roof Shingles & Flat Deck; Re-Roof Metal; Re-Roof Shingles to Tile; and, Re-Roof Tile to Tile) <input type="checkbox"/> 503 Roof Final – Schedule after submittal of Inspection Affidavit, and job is completed