



COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave., Suite B-21, Lake City, FL 32055 Office: 386-758-1008 Fax: 386-758-2160
www.columbiacountyfla.com/BuildingandZoning.asp

RESIDENTIAL OR COMMERCIAL RE-ROOF'S ~ ROOF REPAIRS ~ ROOF OVER'S

Submit Permit Applications Online at: <https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx>

PERMIT EXEMPTION: If the construction job cost is \$4000.00 or less, no permit is required. (County Ord.2012-2) This does not change the requirement for the use of licensed contractors and the requirement of recording a Notice of Commencement when the cost is \$5000.00 or more. (F.S. ch:489, F.S. ch:713)

NOTE: If exempt, a permit can be issued, as most insurance companies require proof of a permit.

The Deeded Property Owner must sign the 2nd page of the application. If the customer has a **notarized Power of Attorney for from the Deeded Property Owner**, then that named person can sign for the owner.

Agents cannot sign the Application for the contractor this must be the license holder.

***Page 1 of 2 – Not required when submitted Online. Information on form completed as part of the Online application.**

If paper submission, must submit both pages - Two page Permit Application with *PROPERTY OWNER'S SIGNATURE* & notarized contractor signature on 2nd page.

Roofing Affidavit – Required for all jobs unless done as an owner builder.

License Holders (Contractors) must complete a "Letter of Authorization" for who signs the permit.

If an Owner Builder, Notarized Disclosure Statement (Owner Builders must sign for the Permit).

Recorded deed or Property Appraiser's parcel details printout; **and if**

Owner is Corporation or Trust; **provide** corporate articles listing the signor, trust executor or POA forms.

Form required on Paper/Walk-in submissions - Roofing Underpayment Selection Form.

Product Approval Code Specification Form.

2 sets of Signed & Sealed Truss Engineering and/or Sealed Engineering, if required.

Subcontractors Verification Form, SIGNED by the license holder (contractor), if required.

Recorded Notice of Commencement; before the 1st inspection.

CONTRACTOR FILING:

Certified Roofing Contractors not on file, provide State License, (COI) Certificate of Liability insurance including Worker's Comp insurance with Columbia County Building Department as the certificate holder or W/C Exemption card along with the Detail Entity page showing "Active" for your Articles of Incorporation from the website sunbiz.org. No filing fees.

Registered Roofing Contractors not on file, call about reciprocity and fees.

FINAL INSPECTION & CERTIFICATE OF COMPLETION:

This completed form and photographs must be uploaded to your permit via online at the Application Submission login at www.columbiacountyfla.com/BuildingandZoning.asp

Clearly visible in the Photographs must be the permit number or address and must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing. (Not required for additions or New Residential)

Revised 12/2023

For any questions, please email bldginfo@columbiacountyfla.com

Columbia County Building Permit Application
Re-Roof's, Roof Repairs, Roof Over's

For Office Use Only Application # _____ Date Received _____ By _____ Permit # _____
Plans Examiner _____ Date _____ NOC Deed or PA Contractor Letter of Auth. F W Comp. letter
 Product Approval Form Sub VF Form Owner POA Corporation Doc's and/or Letter of Auth.
Comments _____

Applicant (Who will sign/pickup the permit) Branden Bergeron (Elements Roofing) FAX _____ Phone 912-321-5755
Address ~~812 E. 1st St~~ 132 SE Becky Terr. Lake City FL 32025
Owners Name Patricia Cromer Phone _____
911 Address 132 SE Becky Terr. Lake City FL 32025
Contractors Name Elements Roofing Inc Phone 904-403-9230
Address 841 Prudential Dr. Jax FL 32207
Contact Email Lindsey@elementsroofinginc.com ***Updates will be sent here
FeeSimple Owner Name & Address _____
Bonding Co. Name & Address _____
Architect/Engineer Name & Address _____
MortgageLenders Name & Address _____

Property ID Number 34-35-17 07018 -132 (27310)
Subdivision Name Eastside village Lot 32 Block _____ Unit _____ Phase _____
Construction of (circle) Replacement-Tear off Existing and Replace, Overlay with Metal; Recover-New Material over Existing; Partial Roof Repairs or Other _____
Ventilation: (circle) Ridge Vent, Off ridge vent; Powered Vent; Unvented
Flashing: (circle) Use Existing, Repair Existing; Replace All; Replace w/L-Flashing; Replace w/step-Flashing
Drip Edge: (circle) Use Existing; Repair Existing; Replace All
Valley Treatment: (circle) Use Existing; New Metal; New Mineral Surface

Cost of Construction \$11800 Commercial OR Residential
Type of Structure (House; Mobile Home; Garage; Exxon) _____
house Roof Area (For this Job) SQ FT _____
Roof Pitch 4 /12, _____ /12 Number of Stories 1 Is the existing roof being removed If NO Explain _____

Type of New Roofing Product (Metal; Shingles; Asphalt Flat) asphalt shingles Revised 12/2023

Columbia County Building Permit Application - "Owner and Contractor Signature Page"

CODES: 2023 Florida Building Code 8th Edition and the 2020 National Electrical Code.

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction.

TIME LIMITATIONS OF APPLICATION : An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless pursued in good faith or a permit has been issued.

TIME LIMITATIONS OF PERMITS: Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time work is commenced. A valid permit receives an approved inspection every 180 days. Work shall be considered not suspended, abandoned or invalid when the permit has received an approved inspection within 180 days of the previous approved inspection.

FLORIDA'S CONSTRUCTION LIEN LAW: Protect Yourself and Your Investment: According to Florida Law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. This means if a lien is filed against your property, it could be sold against your will to pay for labor, materials or other services which your contractor may have failed to pay.

NOTICE OF RESPONSIBILITY TO CONTRACTOR AND AGENT: YOU ARE HEREBY NOTIFIED as the recipient of a building permit from Columbia County, Florida, you will be held responsible to the County for any damage to sidewalks and/or road curbs and gutters, concrete features and structures, together with damage to drainage facilities, removal of sod, major changes to lot grades that result in ponding of water, or other damage to roadway and other public infrastructure facilities caused by you or your contractor, subcontractors, agents or representatives in the construction and/or improvement of the building and lot for which this permit is issued. No certificate of occupancy will be issued until all corrective work to these public infrastructures and facilities has been corrected.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNERS CERTIFICATION: I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.

NOTICE TO OWNER: There are some properties that may have deed restrictions recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit. You must verify if your property is encumbered by any restrictions or face possible litigation and or fines.

Patricia Cromer

Printed Owners Name

Patricia B Cromer

Owners Signature

****Property owners must sign here before any permit will be issued.**

CONTRACTORS AFFIDAVIT: By my signature, I understand and agree that I have informed and provided this written statement to the owner of all the above written responsibilities in Columbia County for obtaining this Building Permit including all application and permit time limitations.

[Handwritten Signature]

Contractor's Signature

Contractor's License Number ccc1335097

Columbia County

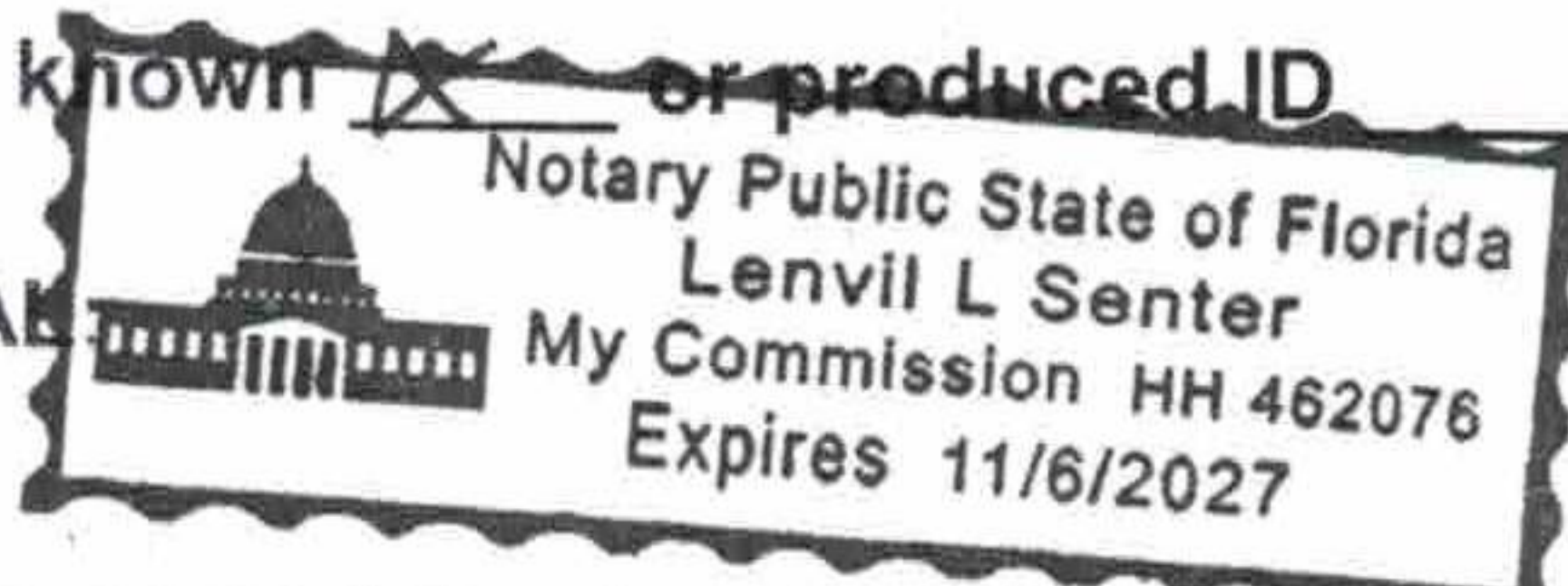
Competency Card Number 003052

Affirmed and subscribed before me the Contractor by means of physical presence or online notarization, this

16 day of July, 2021, who was personally known or produced ID

[Handwritten Signature]
State of Florida Notary Signature (For the Contractor)

SEAL



As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org

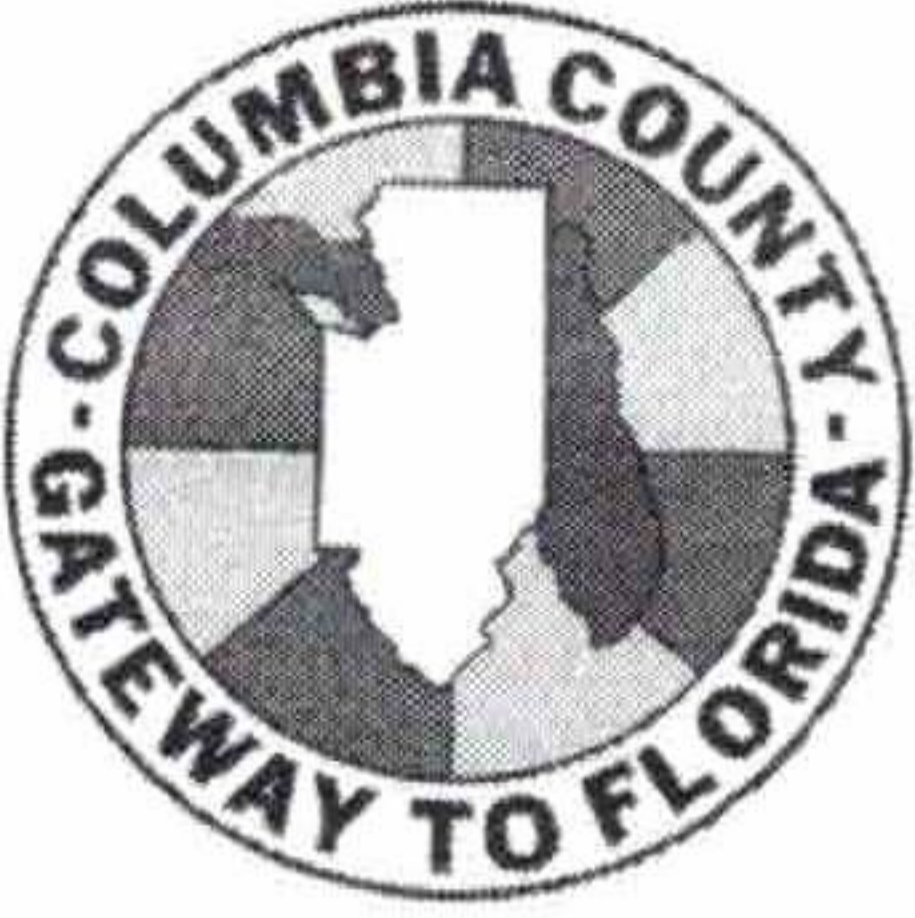
Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. EXTERIOR DOORS			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
2. WINDOWS			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
3. PANEL WALL			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES	IKO	dynasty frostone gray	FL30310-R4
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
5. STRUCT COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR ENVELOPE PRODUCTS			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements.

Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Contractor or Owner Signature

NOTES: _____




Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

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ROOFING AFFIDAVIT


JOB ADDRESS: 132 SF Becky Terrace Lake City FL 32025

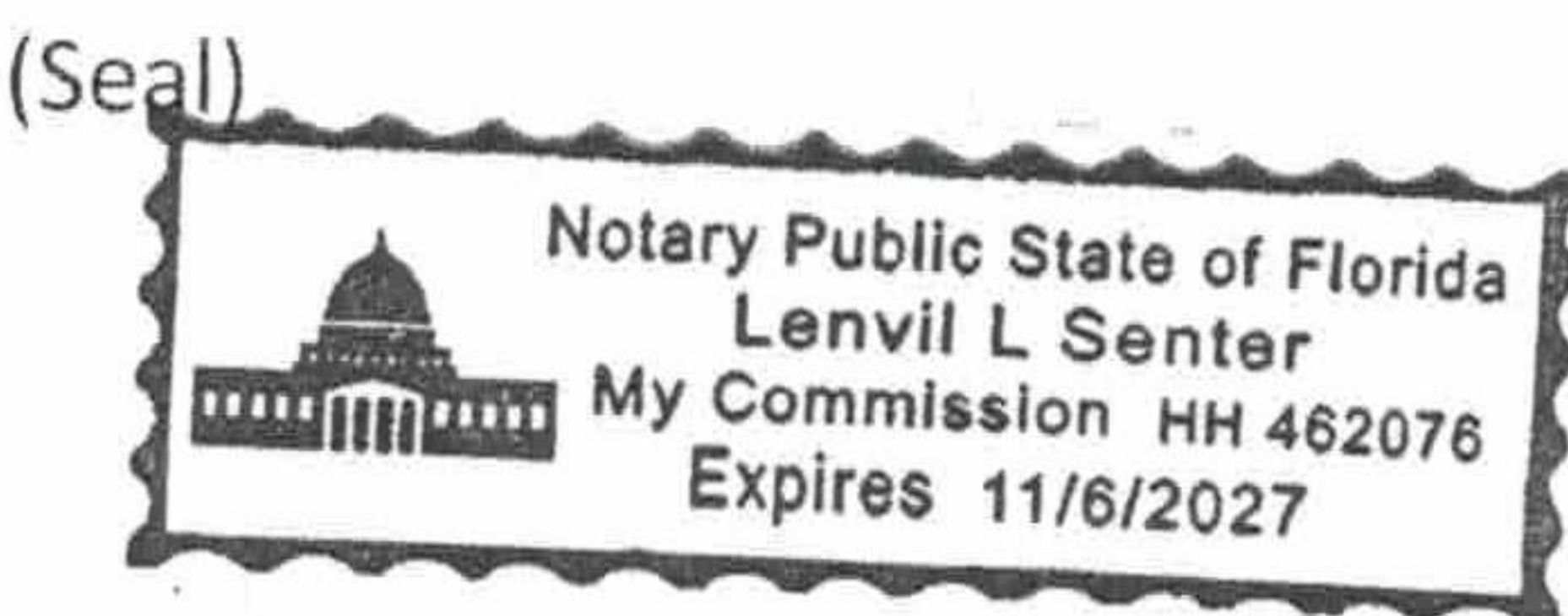
I Lindsey Kennedy, Licensed as a Contractor, Engineer, or Architect, with License # CCC1335097 do hereby affirm that all of the information provided to obtain this permit is true and accurate and that the sheathing, nailing, dry-in, venting and flashings at the above referenced address will be installed in accordance with the applicable codes, Florida product approval installation instructions and standards set forth in the most current edition of the Florida Building Code- Residential and the Florida Building Code- Existing Building.


(Affiant Signature)

STATE OF FL
COUNTY Columbia

The foregoing instrument acknowledged before me by means of physical presence or online notarization, this ____ day of _____ 20__, by _____, who is personally known to me or has provided the following identification _____.

Notary Public Signature 
Notary Printed Name Lenvil L. Senter



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Clearly visible in the Photographs must be the permit number or address, must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge, valley flashing and attic venting. (Not required for additions or New Residential)