



# Columbia County, Florida Roofing Application



\*\*Scan QR Code to  
complete application online.

For Office Use Only. Application # \_\_\_\_\_ Permit # \_\_\_\_\_

Comments/Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*This page not required for Online submissions.

Applicant Holshe Construction Service, LLC Phone # 352-359-7523  
(person applying, not owner)

Applicant Address 521 Kestrel, Groveland, FL 32736

Contact Email (updates sent here) HolsheConstruction@Gmail.com

Owners Name Jay Niles (James) Phone # 352-870-4462

Job Site Address 149 SW Blueberry PL Lake City FL

Contractors Name Amanda Sheffield Phone # 352-359-7523

Contractors Address 521 Kestrel, Groveland, FL 32736

Contractors Email HolsheConstruction@Gmail.com

Parcel # 25-45-16-03121-014  
Estimated Cost of Job 14,925.00 Residential  Commercial

Choose one: Replacement  Tear off Existing and replace  Overlay with metal  Recovery: New material over existing   
Partial Roof Repairs  Other

Ventilation: Ridge Vent  Off Ridge Vent  Powered Vent  Unvented

Flashing: Use Existing  Repair Existing  Replace All  Replace w/L-Flashing  Replace w/step-Flashing

Drip Edge: Use Existing  Repair Existing  Replace All

Valley Treatment: Use Existing  New Metal  New Mineral Surface

Type of Structure: HOUSE Is the existing roof being removed? Yes  No   
(House, Mobile Home, Garage, Etc...)

If NO, Explain: \_\_\_\_\_  
Roof Pitch: 4/12 / 12 Roof Area (For this job) SQ FT: 35 Number of Stories: \_\_\_\_\_

Type of New Roofing Product: 30 yr Archetechual Shingles Florida Product Approval #: FL18355.1 R12  
(Metal, Shingles, Asphalt Flat)

**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. 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 (link) Welcome to Columbia County Online (columbiacountyfla.com).

If for a roofing permit, 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)

Published 10/2025

# Columbia County 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.

(Digital signatures accepted, with proof of verification.)

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

JAMES H. NILES  
Printed Owners Name

[Signature]  
Owners Signature

**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.

Amanda Sheffield  
Printed Contractors Name

[Signature]  
Contractors Signature

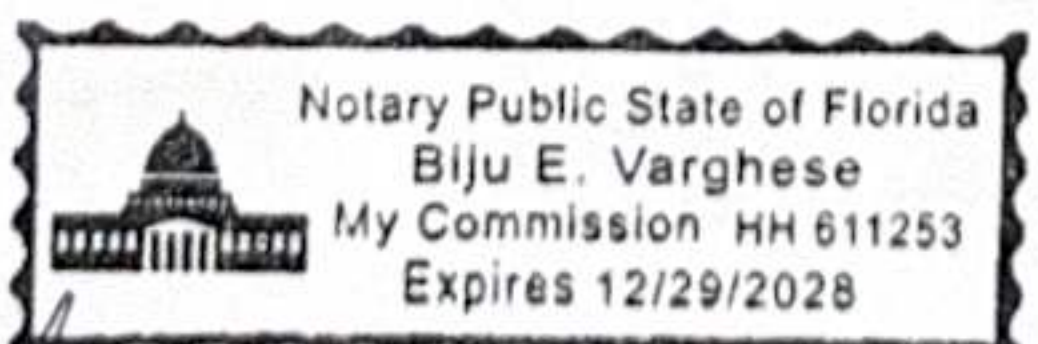
Contractors License Number  
CCC1335349

[Signature]  
Notary Public's Signature (For the Contractor)

Affirmed and subscribed before me the Contractor by means of physical presence  or online notarization , this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, who is personally known  or produced ID .

Notary Seal:

[Signature]



02/04/2026