



Columbia County, Florida

Procedures for Obtaining a Certificate of Completion




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make application

Follow these steps to avoid delays in your re-roof project approval:

✓ Step 1 – Submit Application

-  Submit a Re-Roof Permit Application to the Building Department.
-  Permit must be issued before work begins.

🕒 Step 2 – Schedule In-Progress Inspection

-  Request inspection at least 24 hours in advance.
-  Crew must be actively working or roof must be clearly under construction.
-  Inspector will conduct this inspection on-site.

📷 Step 3 – Submit Required Documentation

-  Upload the following to your permit record:
 - Roofing Contractor Affidavit (required for licensed contractors)
 - Roof photographs (see Page 2 for checklist)

⚠️ Owner-Builders: Affidavit not required, but photos are still required.

📷 Inspector will review submissions:

- If sufficient → You may schedule a Final Inspection.
- If insufficient → Corrections will be noted and must be addressed.

🚩 Step 4 – Final Inspection & Completion

- ✓** Schedule your Final Inspection once documentation is approved.
- ✓** When the inspection passes, your Certificate of Completion will be issued



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Required Roof Photos

(ALL RE-ROOF PERMITS)



Scan QR Code to
upload documents

! General Rules

- Every photo must show the permit number.
- Measuring tape must be visible in nailing/lap pattern photos.
- The number of photos will vary depending on the project size/complexity.

📷 Photo Checklist

- ✓ Sheathing nailing and repairs before covering
- ✓ Underlayment nailing and lapping (including peel & stick)
- ✓ Valley materials, drip edge, and flashing around pipes/chimneys (show nails & sealants)
- ✓ Vent openings (ridge and off-ridge)
- ✓ Shingle nailing pattern
- ✓ Metal roof overlays (purlins/furring strip nailing)
- ✓ Screens & sealants at off-ridge vents (metal overlays)
- ✓ Cricket flashings and sealants
- ✓ Chimney work (alignment if replaced)
- ✓ Gutters removed/reinstalled (if applicable)
- ✓ Final site cleanup

💡 Tip

Upload photos promptly into the permit system to avoid delays.