



## 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

**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 \$2500.00 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 2<sup>nd</sup> 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.**

Roofing permits are issued on the spot unless a plan review is required.

Two page Permit Application with *PROPERTY OWNER'S SIGNATURE & notarized contractor signature on 2<sup>nd</sup> page.*

1 -Notes:

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

2 -Notes:

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

3 -Notes:

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

4 -Notes:

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

5 -Notes:

Roofing Permit worksheet with Product Approval Code Specifications.

6 -Notes:

2 sets of Signed & Sealed truss engineering, if required.

7 -Notes:

2 sets of blueprints, Signed & Sealed Engineering, if required.

8 -Notes:

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

9 -Notes:

Recorded Notice of Commencement; before the 1<sup>st</sup> inspection.

10 -Notes:

Driving directions including all road names from a major HWY then to the site, not internet map.

11 -Notes:

#### **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.

Revised 7-1-15

## 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

FAX \_\_\_\_\_

Applicant (Who will sign/pickup the permit) Richard Dorman Phone 407-960-6333

Phone 407-960-6333

**Address** 3103 SW SISTERS WELCOME RD, LAKE CITY

Owners Name RIEGEL MITCHELL E Phone (386) 288-6498

(386) 288-6498

911 Address 3103 SW SISTERS WELCOME RD, LAKE CITY

Contractors Name	Richard Dorman	Phone	407-960-6333
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407-960-6333

**Address** 7100 S US Hwy 17/92 Casselberry, FL 32730

**Contractors Email** [permitting@roofingprosusa.com](mailto:permitting@roofingprosusa.com) **\*\*\*Include to get updates for this job.**

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Fee Simple Owner Name & Address \_\_\_\_\_

Bonding Co. Name &amp; Address \_\_\_\_\_

Architect/Engineer Name &amp; Address \_\_\_\_\_

Mortgage Lenders Name & Address \_\_\_\_\_

Property ID Number 13-4S-16-02952-107 (13473)

Subdivision Name 341 ESTATES S/D Lot 7 Block Unit Phase

Lot 7 Block      Unit      Phase     

### Driving Directions

Construction of (circle) Re-Roof - Roof repairs - Roof Overlay or Other \_\_\_\_\_

**Cost of Construction** 10,284

**Commercial OR X Residential**

Type of Structure (House; Mobile Home; Garage; Exxon) House

Roof Area (For this Job) SQ FT 2300 Roof Pitch 6 /12. /12 Number of Stories 1

Roof Pitch 6/12,     /12      Number of Stories 1Number of Stories 1

Is the existing roof being removed No If NO Explain \_\_\_\_\_

Type of New Roofing Product (Metal; Shingles; Asphalt Flat) Shingles

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. **CODE: 2014 Florida Building Code.**

## Columbia County Building Permit Application

**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 such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**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.

Mitchell Diegel  
Print Owners Name

Mitchell Diegel  
Owners Signature

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

**\*\*If this is an Owner Builder Permit Application then, ONLY the owner can sign the building permit when it is 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.

Rich Soman  
Contractor's Signature

Contractor's License Number CCC1332708  
Columbia County  
Competency Card Number \_\_\_\_\_

Affirmed under penalty of perjury to by the Contractor and subscribed before me this 25 day of March 2025

Personally known ☒ or Produced Identification ☒

Ashley Bowen  
State of Florida Notary Signature (For the Contractor)

SEAL:

