



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

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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 \$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 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.

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

***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.

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

☒ X 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.

____ Special driving instructions (only).

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.