



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 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.

Two page Permit Application with *PROPERTY OWNER'S SIGNATURE & notarized contractor signature* on 2nd 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 1st 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 _____ <input type="checkbox"/> NOC <input type="checkbox"/> Deed or PA <input type="checkbox"/> Contractor Letter of Auth. <input type="checkbox"/> F W Comp. letter				
<input type="checkbox"/> Product Approval Form <input type="checkbox"/> Sub VF Form <input type="checkbox"/> Owner POA <input type="checkbox"/> Corporation Doc's and/or Letter of Auth.				
Comments _____				

FAX 866-941-2473

Applicant (Who will sign/pickup the permit) MODEL CITY ROOFING **Phone** 904-552-1009

Address 984 SE COUNTY ROAD 245 LAKE CITY, FLORIDA 32025

Owners Name WILLIAM M LIPTHROTT **Phone** 386-965-3570

911 Address _____

Contractors Name MODEL CITY ROOFING **Phone** 904-552-1009

Address 5151 SUNBEAM RD. SUITE 12 JACKSONVILLE, FLORIDA 32257

Contractors Email INFO@MODELCITYROOFING.COM *****Include to get updates for this job.**

Fee Simple Owner Name & Address _____

Bonding Co. Name & Address _____

Architect/Engineer Name & Address _____

Mortgage Lenders Name & Address _____

Property ID Number 03-4S-17-07572-004

Subdivision Name _____ **Lot** _____ **Block** _____ **Unit** _____ **Phase** _____

Driving Directions COMM SE COR OF NE1/4, RUN W 393.4 FT, N 540 FT FOR POB, N 140 FT, E 297.75 FT TO W R/W LINE SR-245,
S ALONG RD 140.76 FT, W 312.9 FT TO POB. AKA LOT 4 EASTBROOK VILLAGE S/D UNIT 2 UNREC. ORB 386-457, 752-797, OCD 1096-1122

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

Cost of Construction 11,792.64 **Commercial** OR ☒ **Residential**

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

Roof Area (For this Job) SQ FT 1648 **Roof Pitch** 4 /12, ____/12 **Number of Stories** 1

Is the existing roof being removed Yes ☒ **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.

WILLIAM M LIPTHROTT

Print Owners Name

DocuSigned by:

William M Lipthrott

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.

Contractor's Signature

Contractor's License Number RC29027618

Columbia County

Competency Card Number

Affirmed under penalty of perjury to by the Contractor and subscribed before me this 6 day of NOVEMBER 20 20.

Personally known or Produced Identification DL#L136 933 43 310 0

State of Florida Notary Signature (For the Contractor)

SEAL:



NOTICE OF COMMENCEMENT

Tax Parcel Identification Number:

03-4S-17-07572-004

Clerk's Office Stamp

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

1. Description of property (legal description):
a) Street (job) Address: 984 SE COUNTY ROAD 245 LAKE CITY, FLORIDA 32025
2. General description of improvements: RE-ROOF
3. Owner Information or Lessee information if the Lessee contracted for the improvements:
a) Name and address: WILLIAM M LIPTHROTT 984 COUNTY ROAD 245 LAKE CITY, FLORIDA 32025
b) Name and address of fee simple titleholder (if other than owner)
c) Interest in property OWNER
4. Contractor Information
a) Name and address: MODEL CITY ROOFING 5151 SUNBEAM RD. SUITE 12 JACKSONVILLE, FLORIDA 32257
b) Telephone No.: 904-552-1009
5. Surety Information (if applicable, a copy of the payment bond is attached):
a) Name and address: N/A
b) Amount of Bond:
c) Telephone No.:
6. Lender
a) Name and address: N/A
b) Phone No.:
7. Person within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
a) Name and address: N/A
b) Telephone No.:
8. In addition to himself or herself, Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:
a) Name: OF
b) Telephone No.:
9. Expiration date of Notice of Commencement (the expiration date will be 1 year from the date of recording unless a different date is specified):

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR 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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

STATE OF FLORIDA
COUNTY OF COLUMBIA

DocuSigned by:
18 William M Lipthrott
Signature of Owner, Lessee, or Owner's or Lessee's Authorized Office/Director/Partner/Manager
WILLIAM M LIPTHROTT, OWNER
Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me, a Florida Notary, this 10 day of NOVEMBER, 20 20, by:
MEGHAN GREEN as NOTARY for MODEL CITY ROOFING
(Name of Person) (Type of Authority) (name of party on behalf of whom instrument was executed)
Personally Known OR Produced Identification ✓ Type DL# L136-933-43-310-0

Notary Signature [Signature] Notary Stamp or 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	OWENS CORNING	OAKRIDGE DESERT TAN	10674-R15
B. NON-STRUCTURAL METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER	OWENS CORNING	RHINO UNDERLAYMENT	15216.1
5. STRUCTURAL 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 Agent Signature

11/13/2020
Date

NOTES: _____



COLUMBIA COUNTY
BUILDING DEPARTMENT
Roof Inspection Affidavit

Permit Number: _____

I CHRISTOPHER CANIPE, licensed as a(n) Contractor* Engineer/Architect,
Print name FS 468 Building Inspector*

License #: RC29027618 On or about _____
did personally inspect the (Date & time)

☐ Metal attachment per manufacturer's instructions ☐ Nailing of purlin per metal
manufacturer's instructions

☐ Roof deck attachment ☐ Secondary water barrier ☐ Roof to wall connection

work at 984 SE COUNTY RD. 245 LAKE CITY, FL 32025
(Job Site Address)

Based upon that examination I have determined the installation was done according
to the Hurricane Mitigation Retrofit Manual (Based on 553.844 F.S.)

[Signature]
Contractor's Signature

STATE OF FLORIDA
COUNTY OF COLUMBIA

Sworn to and subscribed before me this _____ day of _____, 201__

By [Signature], Notary Public, State of Florida



Personally known

Produced Identification _____ Type of identification produced. _____

* Include photographs of each plane of the roof with the permit
number clearly shown marked on the deck for each inspection.
Place a tape measure next to the nailing pattern to show distance
between nails.

* Photographs must clearly show all work and have the permit
number indicated on the roof.

* Affidavit and Photographs must be provided when final
inspection is requested.

* Metal overlay & purlin installations shall have photographs of
purlins or underlayment, whichever applies.