



## 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](http://www.columbiacountyfla.com/BuildingandZoning.asp)

### 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 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.

**\*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 2<sup>nd</sup> page.

\_\_\_\_\_ Roofing Affidavit – Required for all jobs unless done as an owner builder.

\_\_\_\_\_ 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 1<sup>st</sup> 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](http://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](http://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.**

**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 \_\_\_\_\_

Applicant (Who will sign/pickup the permit) William Jennings    FAX \_\_\_\_\_  
Address 518 SE High Falls Rd. Lake City, FL 32025    Phone 386-984-6281

Owners Name Glennis Pounds    Phone 386-752-1075

911 Address 654 SE Eloise Ave., Lake City, FL

Contractors Name Skyline Roofing Solutions, LLC    Phone 386-984-6281

Address 518 SE High Falls Rd, Lake City, FL

Contractors Email bjennings2208@gmail.com    \*\*\*Include to get updates for this job.

Fee Simple Owner Name & Address Glennis Pounds, 654 SE Eloise Ave.

Bonding Co. Name & Address N/A

Architect/Engineer Name & Address N/A

Mortgage Lenders Name & Address N/A

Property ID Number 33-3S-17-06807-000 (26972)

Subdivision Name Odom Heights    Lot 5    Block 2    Unit    Phase

Special Driving Instructions (only) \_\_\_\_\_

Construction of (circle) Replacement-Tear off Existing and Replace; Overlay with Metal; Recover-New Material over Existing; Partial Roof Repairs or Other \_\_\_\_\_

Ventilation: (circle) Ridge Vent; Off ridge vent; Powered Vent; Unvented

Flashing: (circle) Use Existing; Repair Existing; Replace All; Replace w/L-Flashing; Replace w/step-Flashing

Drip Edge: (circle) Use Existing; Repair Existing; Replace All

Valley Treatment: (circle) Use Existing; New Metal; New Mineral Surface N/A

Cost of Construction \$10,200    Commercial OR X Residential

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

Roof Area (For this Job) SQ FT 1600    Roof Pitch Flat /12, /12    Number of Stories 1

Is the existing roof being removed    If NO Explain This is a flat roof that will be overlayed with single ply roofing. (Firestone TPO)

Type of New Roofing Product (Metal; Shingles; Asphalt Flat) Firestone TPO    Revised 5.20.21

**Columbia County Building Permit Application – “Owner and Contractor Signature Page”**

**CODES: 2020 Florida Building Code 7<sup>th</sup> Edition and the 2017 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.

Glennis Pounds

Printed Owners Name

  
Owners Signature

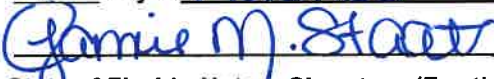
**\*\*Property owners must sign here before any permit will be issued.**

**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 CCC1333794  
Columbia County  
Competency Card Number 002683

Affirmed and subscribed before me the Contractor by means of ☒ physical presence or ☐ online notarization, this 1 day of November 2022, who was personally known ☒ or produced ID         

  
State of Florida Notary Signature (For the Contractor)

SEAL:



**JAMIE M. STAATS**  
Commission # HH 259968  
Expires May 2, 2026