



Residential Re-Roof / Roof Over Permit Check List

Florida Building Code 8th Edition (2023)
Office of Building Services

- [Building Permit Application](#)
 - Required to be signed by the license holder or an authorized agent
 - Building department staff must notarize the owner's signature for permit issuance for owner-builders
- [Owner Builder Disclosure Statement](#)
 - Required if the property owner will be applying for an owner-builder permit
- [Notice of Commencement](#)
 - A notice of commencement must be recorded and certified for permits with a job value over \$5,000. The property owner or an assigned member through articles of incorporation which can be found through sunbiz.org must sign the NOC

Onsite for final building inspection

- [Reroof Scope of Work](#)
 - Roofing affidavit will need to be completed with a notarized signature
- Product Approval
 - Florida product approval installation instructions, current master filed systems or site-specific engineering for all products used on the job
- Progress Photos
 - Printed photographs of sheathing re-nailing, underlayment (if used), Purlins or insulation (if used) with a measurement device shown to reference required fastener spacing. Sheathing shall be re-nailed for any detached Single-Family home built prior to March 1, 2002. Nailing should be equivalent to # 8d no more than 6" on center. Per FBCEB 706.7.1 & T706.7.1.6
 - The photographs must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing

All the documents will become part of the inspection record. On-site inspections, per Florida Building Code 110, may be required by the Building Division to verify Code compliance.



Residential- Reroof Online Permitting

When applying for a residential re-roof permit online, please note that these permits are auto-issue permits, which means that once you have submitted your application packet, the fees will automatically generate, and you will be issued the building permit. However, if the property is in a flood zone, additional reviews will be required before the permit can be issued.

- Square Footage: Needs to be the full square footage of the roof, not a square count
- In the job description provide the material to be used and what structure(s) the work is to be done on
- Once you pay the fees for the permit, then upload the notice of commencement to the permit

Roofing Definitions & Guidelines

“Roof-over” – This is a free-standing roof system that is not attached to the existing roof system/deck

“Reroofing” – See “Roof Recover” or “Roof Replacement”

“Roof Recover” – The process of installing an additional roof covering over a prepared existing roof covering without removing the existing cover

“Roof Replacement” – the process of removing existing roof covering, repairing any damaged substrate, and installing a new roof covering

“Roof Repair” – Reconstruction or renewal of any part of an existing roof for the purpose of maintenance. Per FBC-EB 611.1.1 not more than 25 percent of the total roof area or roof section of any existing building or structure shall be repaired, replaced, or recovered in any 12-month period unless the entire roofing system or roof section conforms to requirements of the code

“Roof Covering”- The covering applied to the roof deck for weather resistance, fire classification or appearance

“Built-Up Roof Covering” - Two or more layers of felt cemented together and surfaced with a cap sheet, mineral aggregate, smooth coating, or similar surfacing material

“Modified Bitumen Roof covering” – One or more layers of polymer-modified asphalt sheets. The sheet materials shall be fully adhered or mechanically attached to the substrate held in place with an approved ballast layer

“Underlayment” – one or more layers of felt, sheathing paper, non-bituminous saturated felt or other approved material over which steep slope covering is applied

“Press & Stick Underlayment” – self-adhesive underlayment that shall be installed per manufactures’ installation details regarding overlap and number of layers required as determined by slope

[Definitions: Florida Building code](#)



Commercial Re-Roof / Roof Over Permit Check List

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Building Inspection

- Product Approval
 - Florida product approval installation instructions, current master filed systems or site-specific engineering for all products used on the job
- Inspection List
 - Roof Dry-In/ Flashing
 - Roof Secondary Barrier
 - Roof Decking (Commercial)
 - Sheathing – Roof Nailing
 - Roof Nailing



A Warning to Owner-Builder Permit Applicants

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the building permit, you are at risk of financial harm and penalty. Section 489.103(7) Florida Statutes states that owners of property must directly supervise the work being performed. Any person working on your construction project who is not a licensed contractor must be employed by you. Therefore, you must deduct FICA and withholding tax and provide workers' compensation for the employee. Without worker's compensation insurance, you could be held liable for injuries received on your property. Typically, your homeowner's insurance policy will not honor your claim if the work performed requires a licensed contractor. You could be responsible for thousands of dollars of medical bills.

NOT ONLY IS IT DANGEROUS, IT IS ALSO A CRIME

Section 455.227, Florida Statutes states that any person who knowingly aids, assists, procures, employs, or advises an unlicensed individual can be charged with a first-degree misdemeanor and may face fines up to \$5,000.00 for each offense. It is important to know that owners of property do not receive a discounted permit fee for obtaining a permit themselves. A licensed contractor in good standing with the Building Department will always obtain a permit for your project.

PROTECT YOURSELF! HIRE ONLY LICENSED CONTRACTORS

For more information, please contact the Lake County Building Department before you apply for the permit.

You can check for licensed contractors by visiting the Building Safety website at: [Contractor Search](#)

**To report any unlicensed activity please contact our Licensing Investigator Department at 352-253-6120
2023 Florida Statutes Section 489.103(7)(c) and 489.503 OWNER/ BUILDER DISCLOSURE STATEMENT**

The Owner builder must be present at the time of application. To qualify under this subsection, the Owner Builder must personally appear to sign the building permit application, the owner builder disclosure statement, and associated documents to satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in this disclosure statement.