



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055
Ph: 386-719-5750 Email: Permits@lcfra.com

REPAIR & REPLACEMENT ROOF PERMIT APPLICATION

Permit # _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address:	Parcel ID:
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Owner's Information

Name:	Email:	Phone:
Address:		

Contractor's Information

Name:	Email:	Phone:
Address:		State License no.

PROJECT INFORMATION

☐ 1&2 Family ☐ Commercial Existing Roof Covering: _____ Square Footage: _____	Existing fasteners size: ☐ 6d ☐ 8d ☐ N/A Existing fasteners spacing: ☐ 6" o.c or less ☐ more than 6" o.c ☐ N/A Note: If the existing fasteners are 8d spaced on 6" o.c or less, roof re-nailing is not required. 8d nails shall be a minimum of 0.113 inch in diameter and shall be a minimum of 2 1/4 inches long to qualify for the provisions of this section for existing nails regardless of head shape or head diameter.
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ROOF DECK: ☐ Wood structural panels ☐ OSB ☐ T/G ☐ Structural concrete ☐ Steel ☐ Cementitious wood fiber panels Roof slope _____:12

STEEP SLOPE ROOF COVER AND UNDERLAYMENT **Select applicable roof cover and underlayment from one option area only. Example: For type A roof cover, choose type A underlayment, for type B roof cover, choose type B underlayment, etc.

TYPE A Roof Cover: ☐ Asphalt Shingle ☐ Metal Roof Panels ☐ Photovoltaic shingle Type A Underlayment: ☐ (1) layer & tape ☐ (1) layer self-adhered ☐ (2) layers ☐ ASTM D226 type II ☐ ASTM D4869 type III or IV ☐ ASTM D6757 ☐ ASTM 1970 or AAMA 711 level III (tape) ☐ Self-adhered ASTM D1970	TYPE B Roof Cover: ☐ Metal roof shingle ☐ Wood/shake/slate shingle ☐ Mineral surface roll roofing Type B Underlayment: ☐ (1) layer & tape ☐ (1) layer self-adhered ☐ (2) layers ☐ ASTM D226 type II ☐ ASTM D4869 type III or IV ☐ ASTM 1970 or AAMA 711 level III (tape) ☐ Self-adhered ASTM D1970	TYPE C Roof Cover: ☐ Clay/Concrete Tile Type C Underlayment: ☐ Single ply (underlayment must be self-adhered ASTM D1970) ☐ Two-ply systems (select both base sheet and cap sheets as applicable). Base Sheet: ☐ ASTM D226 type II (#30) ☐ ASTM D4869 type IV (#30) ☐ ASTM D2626 (#43) ☐ Self-adhered ASTM D1970 Cap Sheet: ☐ Self-adhered ASTM D1970 ☐ Type II organic cap sheet (#90) ☐ ASTM D6380 Class M or WS (#90) (mineral surfaced roll roofing)
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LOW SLOPE CONFIGURATION (provide the product approval, and identify which configuration is used)
☐ Modified Bitumen ☐ Single Ply ☐ Liquid applied ☐ SPF (sprayed polyurethane foam) ☐ BUR (built-up roof) **Total Valuation \$** _____

MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR

Contractor Signature _____ Date _____ Print Name _____ Notary Public, State of Florida _____ [NOTARIAL SEAL] STATE OF FLORIDA, County of _____ The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.	Owner or Owner's Authorized Representative Signature _____ Date _____ Print Name _____ Notary Public, State of Florida _____ [NOTARIAL SEAL] STATE OF FLORIDA, County of _____ The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.
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FOR OFFICE USE ONLY

PERMIT FEE \$ _____
Application date: _____ Rec'd by: _____



Building Department
CHECKLIST FOR NEW AND REROOF PERMITS

Pre-Approval required by:

Planning Department (if property is in a Historic District or Architectural Design Area)

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Valuation
- SQ FT of Roof
- Notarized Contractor/Homeowner builder signature
- Property Record Card
- Letter of Authorization

PLANS AND DOCUMENTS –

- Product approval(s) for roof material and underlayment being used.
- Manufacturer's specifications.
- Truss cut sheets on 8 ½ "x 11" paper, if adding a new roof or changing the roof structure.
- Truss layout reviewed and approved by an Architect or Engineer, if adding a new roof or changing the roof structure.
- Recorded Notice of Commencement for work valued at \$5,000 or more.
- Debris Affidavit
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**

NOTES:

- If the structure is in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.
- Fire Department review may be required on commercial projects if changing the roof structure. If required, the permit packet will simultaneously be reviewed by the Fire Department.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.