



ROOF PERMIT APPLICATION

Re-Roof Roof Over

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

<input type="checkbox"/> 1&2 Family <input type="checkbox"/> Commercial Existing Roof Covering: _____ Square Footage: _____	Existing fasteners size: <input type="checkbox"/> 6d <input type="checkbox"/> 8d <input type="checkbox"/> N/A Existing fasteners spacing: <input type="checkbox"/> 6" o.c or less <input type="checkbox"/> more than 6" o.c <input type="checkbox"/> 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.

<p>TYPE A Roof Cover:</p> <input type="checkbox"/> Asphalt Shingle <input type="checkbox"/> Metal Roof Panels <input type="checkbox"/> Photovoltaic shingle <p>Type A Underlayment:</p> <input type="checkbox"/> (1) layer & tape <input type="checkbox"/> (1) layer self-adhered <input type="checkbox"/> (2) layers <input type="checkbox"/> ASTM D226 type II <input type="checkbox"/> ASTM D4869 type III or IV <input type="checkbox"/> ASTM D6757 <input type="checkbox"/> ASTM 1970 or AAMA 711 level III (tape) <input type="checkbox"/> Self-adhered ASTM D1970	<p>TYPE B Roof Cover:</p> <input type="checkbox"/> Metal roof shingle <input type="checkbox"/> Wood/shake/slate shingle <input type="checkbox"/> Mineral surface roll roofing <p>Type B Underlayment:</p> <input type="checkbox"/> (1) layer & tape <input type="checkbox"/> (1) layer self-adhered <input type="checkbox"/> (2) layers <input type="checkbox"/> ASTM D226 type II <input type="checkbox"/> ASTM D4869 type III or IV <input type="checkbox"/> ASTM 1970 or AAMA 711 level III (tape) <input type="checkbox"/> Self-adhered ASTM D1970	<p>TYPE C Roof Cover:</p> <input type="checkbox"/> Clay/Concrete Tile <p>Type C Underlayment:</p> <input type="checkbox"/> Single ply (underlayment must be self-adhered ASTM D1970) <input type="checkbox"/> Two-ply systems (select both base sheet and cap sheets as applicable). <p>Base Sheet: <input type="checkbox"/> ASTM D226 type II (#30) <input type="checkbox"/> Self-adhered ASTM D1970 <input type="checkbox"/> ASTM D4869 type IV (#30) <input type="checkbox"/> Type II organic cap sheet (#90) <input type="checkbox"/> ASTM D2626 (#43) <input type="checkbox"/> ASTM D6380 Class M or WS (#90) (mineral surfaced roll roofing) <input type="checkbox"/> Self-adhered ASTM D1970</p>
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LOW SLOPE CONFIGURATION (provide the product approval, and identify which configuration is used)

<input type="checkbox"/> Modified Bitumen <input type="checkbox"/> Single Ply <input type="checkbox"/> Liquid applied <input type="checkbox"/> SPF (sprayed polyurethane foam) <input type="checkbox"/> BUR (built-up roof)	Total Valuation \$ _____
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****MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR****

<p>_____ Contractor Signature Date _____</p> <p>_____ Print Name</p> <p>_____ Notary Public, State of Florida</p> <p>[NOTARIAL SEAL]</p> <p>STATE OF FLORIDA, County of _____</p> <p>The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.</p>	<p>_____ Owner or Owner's Authorized Representative Signature Date _____</p> <p>_____ Print Name</p> <p>_____ Notary Public, State of Florida</p> <p>[NOTARIAL SEAL]</p> <p>STATE OF FLORIDA, County of _____</p> <p>The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.</p>
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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

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
- Property Record Card
- Letter of Authorization
- ****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.



City of Lake City – Growth Management

173 NW Hillsboro St. Lake City, FL 32055

Phone: 386-719-5754 Email: Permits@lcfla.com

Debris Removal Affidavit

Owner: _____

Property Address: _____

Permit # _____ **Contractor:** _____

I understand and accept full responsibility for the prompt removal of all debris and construction materials from the property for which I am seeking to obtain a building permit in accordance with the Code of Ordinances of the City. Initials _____

I agree that no debris or construction materials will be placed on any public property or on any public right-of-way except as may be specifically authorized by the Code of Ordinances. Initials _____

I further understand that prior to a final inspection for the project completion or issuance of a Certificate of Occupancy (or Certificate of Completion), all debris and construction materials shall be removed from the property, or the Inspector will not approve the final inspection. Additional reinspection fees shall apply. Initials _____

I understand and accept full responsibility for debris removal at my own expense in accordance with the City Code of Ordinances. Initials _____

The City Council has authorized WASTE PRO of FLORIDA to collect and dispose of garbage, yard waste, commercial and demolition debris and recyclable items for all properties or customers within the City of Lake City, this includes all construction debris for all residential and commercial construction, renovation and demolition projects. Pursuant to Ordinance 2025-2312 use of a waste container provided other than the authorized provider will result in a penalty fee of \$250.00 per occurrence. Exception: Upon prior approval by Growth Management, the contractor of record for the project who owns their own visible labeled container and transporting vehicle for the container is exempt from the above requirement. Initials _____

I understand and acknowledge and accept responsibility for always maintaining a clean and safe job site during construction. Initials _____

Date

Contractor or Owner/Builder's Signature



City of Lake City – Growth Management

173 NW Hillsboro St. Lake City, FL 32055

Phone: (386) 719-5754 Email: Permits@lcfla.com

LETTER OF AUTHORIZATION TO SIGN FOR PERMITS

I, _____ (license holder name), licensed qualifier
 for _____ (company name), do certify that
 the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly or through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf.

Printed Name of Person Authorized	Signature of Authorized Person
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes and ordinances inherent in the privilege be granted by issuance of such permits.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), or officer (s) you must notify this department in writing of the changes and submit a new letter of authorization form, which will supersede all previous lists. Failure to do so may allow unauthorized people to use your name and/or license number to obtain permits.

 License Holders Signature (Notarized) License Number Date

NOTARY INFORMATION:

State of: _____ County of: _____

The above license holder, whose name is _____
 personally appeared before me and is known by me or has produced identification (type of I.D.)
 _____ on this _____ day of _____, 20_____

(Seal/Stamp)

 NOTARY SIGNATURE

Product Approval Specification Sheet



As required by Florida Statute 553.842 and Florida Administrative Code 61G20-3, for each building component listed below that will be utilized on the building or structure being permitted, document the manufacturer’s name, product model and/or series number and either a Florida Product Approval Number **or** Miami Dade Notice of Acceptance Number and expiration date. When entering the product approval number, you must enter the entire number including the numbers after the decimal point.

Please refer to the examples for each type of approval number below:

Windows	Manufacturer, Model Number/Series	FL Product Approval Number	Miami Dade NOA Number	Miami Dade NOA Expiration
Skylights	Acme 3000 Series	12345.1		
Skylights	Acme 3000 Series		12-3456.78	4/8/2024

Product information can be obtained from the product supplier or the websites below:

- Florida Product Approval www.floridabuilding.org
- Miami Dade Notice of Acceptance (NOA) <http://www.miamidade.gov/building/home.asp>

Approved installation details and screen shots for all products listed below are **no longer** required to be submitted for plan review. However, you are required to have the approved installation details on the jobsite for inspection. Failure to do so will result in a failed inspection.

Enter Applicable Florida Building Code Version:

Exterior Doors	Manufacturer Model Number/Series	FL Product Approval Number	Miami Dade NOA Number	Miami Dade NOA Expiration
Swinging				
Sliding				
Sectional/Rollup				

Windows	Manufacturer, Model Number/Series	FL Product Approval Number	Miami Dade NOA Number	Miami Dade NOA Expiration
Single/Double Hung				
Horizontal Slider				
Casement				
Fixed				
Mullion				
Skylights				

Product Approval Specification Sheet



Wall Panels	Manufacturer, Model Number/Series	FL Product Approval Number	Miami Dade NOA Number	Miami Dade NOA Expiration
Siding				
Soffits				
Storefront				
Glass Block				

Roofing Products	Manufacturer Model Number/Series	FL Product Approval Number	Miami Dade NOA Number	Miami Dade NOA Expiration
Asphalt Shingles				
Single-Ply Roof				
Roofing Tiles				
Modified Bitumen				
Non-Structural Metal				
Roofing Underlayment				

Structural Components	Manufacturer Model Number/Series	FL Product Approval Number	Miami Dade NOA Number	Miami Dade NOA Expiration
Lintels				
Insulation Forms				

It is the applicant’s responsibility to verify specific products have been installed in accordance with their limitations and with the minimum required design pressures for the structure. Specific compliance will be verified during field inspections.

Applicant’s Printed Name: _____

Property Address: _____

NOTICE OF COMMENCEMENT

Permit No. _____ Tax Folio No. _____

State of Florida County of Columbia

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Legal Description of Property: (and street address if available):

General description of improvement: _____

Owner information or Lessee information if the Lessee contracted for the improvement:

Name _____

Address _____

Interest in property: _____

Name and address of fee simple titleholder (if different from Owner listed above):

Contractor's Name: _____

Contractor Address: _____ Phone Number: _____

Surety (if applicable, a copy of the payment bond is attached): Amount of bond: \$ _____

Name and address: _____ Phone number: _____

Lender Name: _____ Phone Number: _____

Lender's address: _____

Persons 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:

Name: _____ Phone Number: _____

Address: _____

In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes.

Phone number of person or entity designated by owner: _____

Expiration date of notice of commencement: (the expiration date may not be before the completion of construction and final payment to the contractor, but 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 WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Signatory's Title/Office)

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.

[NOTARIAL SEAL]

NOTARY PUBLIC, State of Florida



City of Lake – Growth Management

173 NW Hillsboro St. Lake City, FL 32055 | 386-719-5750 | Permits@lcfla.com

Virtual Inspections with Vuspex

The City of Lake City is now offering VuSpex, a virtual building inspections tool that provides inspection services to contractors / owner-builders remotely, with the use of any device. Using VuSpex, inspectors can thoroughly perform a virtual inspection from any location, saving the contractors both time and money.

Who Can Use It?

Currently, VuSpex can be used for the following permit types:

- Air-conditioning
- Garage door
- Water heater, and
- Window and door
- Re-roof or roof over (Roof In-progress only for existing homes)

Contractors / owner-builders must have a cell phone with adequate resolution and signal quality and must be able to download the VuSpex GO App.

Instructions

1. Download the VuSpex GO App to your device:
 - [App Store](#)
 - [Google Play](#)
2. After downloading the VuSpex GO App, please refer to the "*Checklist of Required Photos*" section in the permit type instruction PDF document(s) below, in order to submit the VuSpex Offline Field Report of the installation.

If you encounter issues or need additional assistance in submitting the Offline Field Report, please contact the City of Lake City Growth Management Department by texting your questions to 386-360-8175 or calling 386-719-5744. For any additional questions about virtual inspections, please contact us.

City of Lake City
Growth Management
173 NW Hillsboro St
Lake City, FL 32055

Office Hours:
Monday–Friday, 8:00 a.m. to 4:30 p.m.

Phone:
(386) 719-5750

VIRTUAL INSPECTION INSTRUCTIONS FOR AC CHANGEOUT PERMITS

All inspections for residential AC Changeout permits will require the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

The intent of requiring VuSpex Offline Field Reports for inspections is to facilitate the inspection of the elements of the equipment installed before the installing contractor exits the jobsite, thereby eliminating or minimizing further inconveniences to the property owner or occupant of the structure associated with State mandated code compliance inspections.

Please follow the instructions in the VuSpex GO Offline Field Report User Guide to download and use the VuSpex GO app.

[VuSpex GO Offline Field Report User Guide](#)

https://prod.vuspex.com/docs/goguide_spanish.pdf

The City of Lake City only uses the Offline Field Report functionality of VuSpex GO. **You DO NOT need to schedule an inspection prior to submitting an Offline Field Report.**

Once you have downloaded and become familiar with VuSpex GO, refer to the Checklist of Required Photos below to upload and name the necessary photos for review by City of Lake City. YOU MUST TAKE THE PHOTOS AT THE INSTALLATION ON SITE for geo location verification. Failure to do so will result in a failed inspection. Once the photos are uploaded into VuSpex Go at the work site, you may submit the Offline Field Report at any location with a good cell signal.

CHECKLIST OF REQUIRED PHOTOS

FOR AIRHANDLER:

1. The air handler overall.
2. The drain pan and condensate drain.
3. The label showing heater size and maximum overcurrent protection.
4. The disconnect and breaker for the unit.

FOR CONDENSOR:

5. The condenser overall.
6. The tie downs.
7. The locking caps and UV protected insulated lines.
8. The disconnect and breaker for the unit.

VIRTUAL INSPECTION INSTRUCTIONS FOR WATER HEATER PERMITS

All inspections for water heater change out/install permits (tanked or tankless) will require the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

The intent of requiring VuSpex Offline Field Reports for inspections is to facilitate the inspection of the elements of the product installed before the installing contractor exits the job site, thereby eliminating or minimizing further inconveniences to the property owner or occupant of the structure associated with State mandated code compliance inspections.

Please follow the instructions in the VuSpex GO Offline Field Report User Guide to download and use the VuSpex Go app.

[VuSpex GO Offline Field Report User Guide](#)

https://prod.vuspex.com/docs/goguide_spanish.pdf

The City of Lake City only uses the Offline Field Report functionality of VuSpex GO. **You DO NOT need to schedule an inspection prior to submitting an Offline Field Report.**

Once you have downloaded and become familiar with VuSpex GO, refer to the Checklist of Required Photos below to upload and name the necessary photos for review by City of Lake City. YOU MUST TAKE THE PHOTOS AT THE INSTALLATION ON SITE for geo location verification. Failure to do so will result in a failed inspection. Once the photos are uploaded into VuSpex Go at the work site, you may submit the Offline Field Report at any location with a good cell signal.

CHECKLIST OF REQUIRED PHOTOS

1. The overall installed unit.
2. The T & P and its discharge.
3. The label showing the installed heater size.
4. The over current protection device (breaker).
5. The pan, if required.
6. If gas, all the above that applies and the gas/water shut off and line to unit.

VIRTUAL INSPECTION INSTRUCTIONS FOR GARAGE DOOR PERMITS

All inspections for garage door change out/install permits will require the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

The intent of requiring VuSpex Offline Field Reports for inspections is to facilitate the inspection of the elements of the product installed before the installing contractor exits the job site, thereby eliminating or minimizing further inconveniences to the property owner or occupant of the structure associated with State mandated code compliance inspections.

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Once you have downloaded and become familiar with VuSpex GO, refer to the Checklist of Required Photos below to upload and name the necessary photos/videos for review by Martin County. **YOU MUST TAKE THE PHOTOS AT THE INSTALLATION ON SITE** for geo location verification. Failure to do so will result in a failed inspection. Once the photos/videos are uploaded into VuSpex Go at the work site, you may submit the Offline Field Report at any location with a good cell signal.

CHECKLIST OF REQUIRED PHOTOS

1. Demonstrate Compliant Means of Attachment(s) of the Door Tracks/Rails to Wall, Panels, Operator, etc., etc.
2. Demonstrate Permanent Product Label Matches Approved Product Approval and Design Pressures.
3. Demonstrate Compliant Photo Eye Safety Sensor Operation and Mechanical Reverse Operation, where applicable.
4. Demonstrate Automatic, Manual Operation and Door Balance, where applicable.
5. Demonstrate Spring, Cable and Pulley Condition(s), where applicable.

If you encounter issues or need additional assistance in submitting the Offline Field Report, please contact the City of Lake City Growth Management Department by texting your questions to 386-360-8175 or calling 386-719-5744.

VIRTUAL INSPECTION INSTRUCTIONS FOR ROOF IN-PROGRESS

Only the Roof in-progress inspection for roof permits may be submitted virtually requiring the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

The intent of requiring VuSpex Offline Field Reports for inspections is to facilitate the inspection of the elements of the product installed before the installing contractor exits the jobsite, thereby eliminating or minimizing further inconveniences to the property owner or occupant of the structure associated with State mandated code compliance inspections.

Please follow the instructions in the VuSpex GO Offline Field Report User Guide to download and use the VuSpex GO app.

[VuSpex GO Offline Field Report User Guide](#)

https://prod.vuspex.com/docs/goguide_spanish.pdf

The City of Lake City Growth Management Department only uses the Offline Field Report functionality of VuSpex GO. **You DO NOT need to schedule an inspection prior to submitting an Offline Field Report.**

Once you have downloaded and become familiar with VuSpex GO, refer to the Checklist of Required Photos below to upload and name the necessary photos for review by Growth Management. **YOU MUST TAKE THE PHOTOS AT THE INSTALLATION ON SITE** for geo location verification. Failure to do so will result in a failed inspection. Once the photos are uploaded into VuSpex Go at the work site, you may submit the Offline Field Report at any location with a good cell signal.

CHECKLIST OF REQUIRED PHOTOS *Minimum of 4 different locations of roof for

1. Front & rear of home
2. Demonstrate compliant nail off of roof decking.
3. Demonstrate proper lap of underlayment material.
4. The fasteners of underlayment showing spacing at laps (6” o.c.) and in the field (12” o.c. staggered)
5. The fasteners of the drip edge (4” o.c.)

If you encounter issues or need additional assistance in submitting the Offline Field Report, please contact the City of Lake City Growth Management Department by texting your questions to 386-360-8175 or calling 386-719-5744.