



**Town of Longboat Key
Planning, Zoning and Building Department**

501 Bay Isles Road
Longboat Key, Florida 34228
941-316-1966
941-316-1970 FAX

ROOF SYSTEM APPLICATION

Application must be completed in ink or typed. Please submit one copy of application and three copies of supporting documentation if submitting in person. If submitting an online application, you are only required to attach one set of the application and supporting documentation. Licensed holder or owner signatures must be notarized. All sections of the application must be accurately completed including the Work Description with a thorough description of all work proposed by this application. All required supporting documents, engineering, plans, etc., must be submitted for the application to be valid for review.

OFFICE USE ONLY:

Permit No. _____ Fees Due _____ Receipt No. _____

**REVIEWED UNDER CURRENT FLORIDA BUILDING CODES AND STATE STATUTES
IF PAYING BY CREDIT CARD, PLEASE COMPLETE A CREDIT CARD AUTHORIZATION FORM**

JOB SITE

PROJECT/COMPLEX NAME (IF ANY): _____

STREET ADDRESS: _____ UNIT # _____

COUNTY: MANATEE SARASOTA LOT(s) # _____ PARCEL ID #: _____

OWNER OF RECORD _____

ROOF SYSTEM PERMIT APPLICANT

NOTE: Registered Contractor must be licensed in the county project is located

LICENSES: STATE # _____

MANATEE CO: _____ SARASOTA CO: _____

APPLICANT/QUALIFIER NAME: _____

COMPANY NAME: _____

STREET/MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ CELL #: _____ FAX: # _____

EMAIL ADDRESS: _____

PROPERTY OWNER (Required)

NAME AS ON PROPERTY RECORDS: _____

COMPANY NAME: _____

STREET/MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____
PHONE #: _____ CELL #: _____ FAX: # _____
EMAIL ADDRESS: _____

WORK DESCRIPTION

REPAIR – The process of repairing/replacing less than 100 square feet / One roofing square of roof covering does not require a permit. A Binding Interpretation of Minor Work form shall be submitted in this scenario.

ROOF RECOVER - The process of installing an additional roof covering over a prepared, existing roof covering without removing the existing roof covering.

RE-ROOF - The process of recovering or replacing an existing roof covering.

NEW ROOF – Roof for new construction.

Amount of contract: \$ _____ If contract, or price, is \$2,500 or more, a recorded Notice of Commencement is required to be submitted prior to the issuance of the permit.

ROOF SYSTEMS DATA: (If necessary, attach a separate sheet for additional roof systems covered under this permit)

Total work area in squares: _____ **Roof Pitch at work area:** _____

Materials used: _____

Insulation R value (if any): _____ **Existing Deck Material:** _____

Are there any HVAC components located on the area of the roof where work will occur? NO YES

If 'YES' see 'Plans Requirements: Roofing Work Involving Mechanical Systems.' An Electrical Permit Application and HVAC Permit Application must accompany this Roof System Permit Application.

Is any decking planned to be replaced? NO YES UNKNOWN

What type decking will be installed (materials)? _____

Are any of the roof rafters or truss system needing repair? NO YES UNKNOWN

After Roof Recovering or Re-roof work has begun, if truss/deck replacements or repairs are found to be needed, contact the Building Inspector immediately to determine whether a structural Roof Replacement Building Permit is required.

If separate Building Permit for structural Roof Replacement is required, it shall be obtained by a Florida State Licensed General, Building or Residential contractor, as defined by FS 489.105(3)(a)(b)(c).

See Roof System Mitigation Techniques related to Hurricane Mitigation Retrofits, as specified by FS 553.844.

The Florida Building Code establishes specific required inspections (FBC Section 110(5)). Please note, the Building Inspector may require additional inspections during the course of the project. Required inspections are in the order as follows:

- 1) **Roof sheathing / attachment**
- 2) **Roof Dry-In / Flashing**
- 3) **Roof In-Progress** – after flashings have been installed and during application of the final water proofing materials (e.g., hot mop, shingles, single-ply membranes, modified bitumen)
- 4) **Roof Final** – inspection when the job is fully completed

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 an attorney before recording your notice of commencement.

Applicant's Affidavit: I certify that all the information is accurate and complete. I further certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed in accordance with the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for applicable independent trade work associated with the building permit.

Note: If owner is applying for this permit as a contractor under F.S. 489.103 (and applicable Florida Building Code), said owner must personally appear at the Town Planning, Zoning and Building Department to sign this application form and submit a completed Homeowner Affidavit Form.

I hereby acknowledge that I have read and understood the above affidavit on this _____ day of _____, 20_____.

Signature _____

Print Name _____

NOTARIZATION OF SIGNATURE

State of _____

County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization , this _____ day of _____ 20____ By _____

Signature of Notary Public _____

Printed/Stamped Name of Notary Public _____

Personally known OR produced identification Type of ID. _____

OWNER'S SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this permit application is true and correct.