



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

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

**BUILDING PERMIT REVIEW CHECKLIST
FOR ROOF**

Any application for Building Permit approval shall be signed and submitted by the Applicant on a form provided by the Town, and in addition shall include at least the following information, unless the Town determines that one or more of the following elements do not apply to the particular application.

This checklist outlines requirements for: New Roof, Re-roof, Roof Repair and Roof Recover.

Application for Building Permit Approval for a Roof project must include submission of the following:

- A completed Building Permit Application **Attached** _____ **N/A** _____
- If the structure was built Pre-Firm (prior to July 30, 1971), you will be required to complete a **FEMA Improvement/Repair Application Packet Attached** _____ **N/A** _____
- The cover sheet of your submitted plans is required to include the following items:
 - The Florida Building Code (FBC) 2023 Design Criteria
 - Wind Load 150 MPH Risk Factor II
 - Exposure Category D
 - Contractor's Name (Qualifier), including: Contractor's License Number; Company Name (dba); Contractor's Address; Contractor's Phone Number; Contractor's Email; the Owner's Name; and, the Job Site Address
- An index schedule of the Florida Product Approvals or Miami-Dade Notice of Acceptance (NOAs) for all underlayment, roof coverings, ridge vents, air-conditioner (A/C) stands (if applicable) **Attached** _____ **N/A** _____