

## Re-Roof Permit Submittal Guide

If you are not applying as an Owner Builder, you will initiate your request through [Building Permits Online](#). This is where you will make any online payments for the building submittal as well

You may use our EZ permits program, for contractors, depending on the type of re-roof. Look at the EZ Permit Types under the submittal guides for more information. You would use email in place of our online Electronic Plan Review system.

### REQUIRED FORMS FOR CONTRACTORS: (Submit online)

- Permit Application
- Property Appraiser's printout with legal description
- Permit Authorization form- for all applicants
- Complete the Re-Roof Supplement Form (every line answered including the number of skylights listed under "Other job specific pertinent information")

### REQUIRED FORMS FOR OWNER / BUILDERS: (Submit in office)

- Permit Application
- Property Appraiser's printout with legal description
- Owner Builder Statement
- Complete the Re-Roof Supplement Form (every line answered including N/A. The number of skylights listed under "Other job specific pertinent information")

### POSSIBLE ADDITIONAL [FORMS](#):

- Recorded Notice of Commencement – >\$5,000 prior to the first inspection and may be emailed to [bpcustomerservice@seminolecountyfl.gov](mailto:bpcustomerservice@seminolecountyfl.gov) if not uploaded at submittal
- Site plan showing the work location – as applicable
- Manufacturer Specifications

**Note:** All contractors are required to be current in our license database. A [License Administration Form](#) (on our website), worker's compensation insurance & general liability is required prior to issuance. This information is required prior to submitting your online request to initiate the permit.

*This is only a guide and may not be all-inclusive for your project.*