

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 also where you will make any online payments for your project.

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)

- Completed Permit Application.
- Property Appraiser's printout with legal description.
- Permit Authorization form - for all applicants.
- Copies of the Florida Product Approvals, and install guidelines, and/ or NOA for products that will be used on said project.
- Please insure "scope of work" is clearly outlined on Permit Application. Due to changes to the previously noted 25% rule in the FBC, clear "scope of work" is essential to insure a smooth inspection process.

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

- Completed Permit Application.
- Property Appraiser's printout with legal description.
- Owner Builder Statement.
- Copies of the Florida Product Approvals, and install guidelines, and/ or NOA for products that will be used on said project.
- Please insure "scope of work" is clearly outlined on Permit Application. Due to changes to the previously noted 25% rule in the FBC, clear "scope of work" is essential to insure a smooth inspection process.

POSSIBLE ADDITIONAL [FORMS](#):

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

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.