

Re-Roof Permit Submittal Guide

REQUIRED FORMS FOR CONTRACTORS: (Submit online)

- Residential Permit Application or Commercial Permit Application
- Property Appraiser's printout with legal description
- Power of attorney and/or Signature Acknowledgment form
- Complete 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)

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

POSSIBLE ADDITIONAL FORMS:

- Recorded and Certified Notice of Commencement – prior to 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 will need to be current in our license database. This includes certified or registered licenses, [License Administration Form](#) (on our web site), worker's compensation insurance & general liability is required prior to issuance.

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