



CITY OF CRESTVIEW

GROWTH MANAGEMENT DEPARTMENT

Building Permits & Inspections

P.O. Drawer 1209, Crestview, Florida 32536
Phone (850) 689-1618/1619 Fax (850) 689-4575

ROOFING PERMIT APPLICATION

PROPERTY INFORMATION

JOB ADDRESS: _____
PARCEL I.D. #: _____ LOT: _____ BLOCK: _____
SUBDIVISION: _____

OWNER INFORMATION

OWNER OF PROPERTY: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____ FAX: _____
MOBILE PHONE: _____
FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER): _____
ADDRESS: _____
CITY, STATE, ZIP: _____

CONTRACTOR INFORMATION

COMPANY NAME: _____
QUALIFIER NAME: _____
STATE LICENSE #: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____ FAX: _____
MOBILE PHONE: _____ EMAIL: _____

BUILDING INFORMATION

TYPE: NEW CONSTRUCTION REROOF ROOF OVER (SECOND LAYER)
OCCUPANCY: COMMERCIAL RESIDENTIAL (1&2 FAMILY)
ROOFING MATERIAL: ASPHALT SHINGLE METAL TILE/SLATE BUILT-UP MEMBRANE
 BITUMEN MEMBRANE SINGLE-PLY MEMBRANE SPRAY POLYURETHANE
 WOOD SHAKES/SHINGLES OTHER _____
PRODUCT APPROVAL #: FL _____
CONTRACT PRICE (LABOR & MATERIALS): \$ _____ (ATTACH A COPY OF THE CONTRACT)
TOTAL SQUARE FOOTAGE OF ROOF: _____
DESCRIPTION OF WORK: _____

PRODUCT APPROVAL NUMBERS: _____

NOTICE TO OWNER / CONTRACTOR
(ONLY REQUIRED FOR ROOF PROJECTS OVER \$2500)

Application is hereby made to obtain a permit to do the work and installation as indicated. ***I certify that no work or installation has been commenced prior to issuance of a permit*** and that all work will be performed to meet all codes, standards and laws governing construction in this jurisdiction. I also certify that all required insurances for me and any trades are in accordance with state laws. I understand that a separate permit must be secured for BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, GAS, SIGNS, POOLS, IRRIGATION, ACCESSORY STRUCTURES, etc.

OWNER / CONTRACTOR AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning per State and City of Crestview.

If the direct contract is greater than \$2500, the applicant/owner must file a NOTICE OF COMMENCEMENT.

“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR 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 COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.”

A FINAL INSPECTION IS REQUIRED FOR ALL PERMITS-Failure to obtain a final inspection may result in legal action. All permits are considered abandoned and expired where work has not commenced, or work has stopped, or an inspection has not been called in within 180 days of permit issuance. Expired permits are required to be re-permitted or reinstated and shall be assessed the full permit fees for the project.

Must be signed in the presence of a Notary

Signature of Owner or Agent (including Contractor) _____
Date

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 20_____

by _____.

Personally Known _____ (or)

Produced Identification (TYPE) _____

Notary Public Signature

TO BE COMPLETED BY STAFF

APPLICATION PROCESSED BY: _____ DATE: _____ / _____ / _____

REVIEWED BY: _____ DATE: _____ / _____ / _____

ISSUED BY: _____ DATE: _____ / _____ / _____

CURRENT CODE: _____ FLOOD ZONE: _____

HEIGHT: _____ YEAR BUILT*: _____

NUMBER OF STORIES: _____

*** 1&2 FAMILY DWELLINGS BUILT PRIOR TO MARCH 1, 2002 REQUIRE THE SHEATHING TO BE NAILED AT 6" ON CENTER. INSPECTION, PICTURES. AND AFFIDAVIT ARE REQUIRED**



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ROOFING PERMIT CHECKLIST

1. ___ **BUILDING PERMIT APPLICATION**
2. ___ **NOTICE TO OWNER/CONTRACTOR (ONLY REQUIRED FOR ROOF PROJECTS OVER \$2500) (PAGE 2)**
3. ___ **PRODUCT APPROVAL FORM (REQUIRED FOR ALL EXTERIOR COMPONENTS, INCLUDING)**
4. ___ **RECORDED NOTICE OF COMMENCEMENT (IF PROJECT IS \$2500 OR GREATER)**
5. ___ **COPY OF THE SIGNED CONTRACT (IF A COPY OF THE CONTRACT IS NOT PROVIDED, IT COULD RESULT IN A DELAY OF PERMIT ISSUANCE)**
6. ___ **PROOF OF PROPERTY OWNERSHIP (RECORDED DEED, WARRANTY DEED, CLOSING STATEMENT, OR PROPERTY TAX INFORMATION)**
7. ___ **OWNER/BUILDER AFFIDAVIT (IF APPLYING FOR THE PERMIT AS THE PROPERTY OWNER)**