

APPLICATION REQUIREMENTS – Roof**PRRF**

1&2 Family, Multi-Family, and Commercial – Roof Replacement, Repair, or Recover

Submittal Requirements

The submittal items below must have documents submitted for review as required by the scope of work. *For reroofing permits with existing photovoltaic panels, see Bulletin #4: Solar Photovoltaic Inspection Process. For solar roof installations an electrical subcontractor will be required.*

- **Index Sheet**: List of Florida Product Approvals or Miami-Dade NOA numbers for all windows, doors, shutters, roofing materials, underlayment, roof vents, etc.
 - Filled out with all products used including decimal, for example: FL 15729.4
 - Copies of Product Approvals and Miami-Dade NOAs not required.
- **Site Planning Document**: A site plan showing building location. *(for Commercial and Multi-Family only)*

Additional Requirements

Additional submittal items and documents may be required based on information provided and scope of work.

- **Owner-Builder Application**: For owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors. Document must be signed in person and notarized by Collier County Growth Management staff.

Additional documents may be needed during the inspections process or prior to Certificate of Completion issuance.

- **Re-Roof Affidavit**: For structures with wood roof decks. The contractor is required to have this document on site at the time of the 169 – Re-roof Dry-in/Flashing Inspection. Required on site for inspections.
- **Hurricane Mitigation Affidavit**: For structures with wood roof decks, permitted before September 14, 1993 with an appraised value of \$300,000 or more. Required for Certificate of Completion.

Chapter 2 Definitions, *Florida Building Code, Existing Building*

REROOFING. The process of recovering or replacing an existing roof covering. See “Roof recover” and “Roof replacement.”

ROOF RECOVER. The process of installing an additional roof covering over a prepared existing roof covering without removing the existing roof covering.

ROOF REPAIR. Reconstruction or renewal of any part of an existing roof for the purposes of its maintenance.

ROOF REPLACEMENT. The process of removing the existing roof covering, repairing any damaged substrate and installing a new roof covering.

ROOF SECTION. A separation or division of a roof area by existing expansion joints, parapet walls, flashing (excluding valley), difference of elevation (excluding hips and ridges), roof type or legal description; not including the roof area required for a proper tie-off with an existing system.

Information Required for Permit Application

The following questions will be asked on the portal when applying for a permit.

Select: Building, Remodel & Accessory Permits

Application Type

Choose the application type: **Reroof**

Please categorize the nature of the work being done: *Alteration/Remodel*

Please describe the work being done: *(enter scope of work)*

Building Use: *1-2 Family, Business, Institutional/Civic, Mixed-Use, Multi-Family, Transient Lodging*

Is this a private provider inspection?

Is this a private provider review?

Number of Stories:

Is the property owner doing work?

Business Name: *Commercial only*

Does this require a Change of use? *Commercial only*

Related to a Natural Disaster?

Waiver of review time limits:

Are you applying as a Design Professional?

Are you applying as a State Park, Habitat for Humanity, or Chickee Builder contact?

Permit Type

Reroof

Roof Over Aluminum *1-2 Family only*

Work Items

Declared Construction Cost for this scope of work

Is declared value of work > 25% of structure's improved value?

Work Items (select as applicable): *Reroof Manufactured Home ALT, Reroof Residential ALT, Reroof Commercial ALT, Roof Over Aluminum ALT*

Location

Address location: *(enter street address or parcel)*

Contacts

Select Primary Contractor: *(only active contractors will show)*

Select Qualifier:

****Please ensure to generate your permit application summary page once you have successfully submitted your application for your records.****

Helpful Guides

- [Register on the portal](#)
- [Adding an address to a permit: Address Picker](#)
- [Adding a Contractor and Qualifier to Contacts](#)
- [Applying for a Building Application](#)