

ROOF PERMIT APPLICATION



City of West Melbourne
2240 Minton Rd
West Melbourne, FL 32904
(321) 837-7776 Phone
(321) 952-9542 Fax
buildingpermits@westmelbourne.org

FOR OFFICE USE ONLY

Tax ID#
Permit #
Entered by:
Application Date:

Complete in BLUE or BLACK ink

Job Name: Address:

Owner's Name: Phone:
Address: Zip Code:

Contractor's Firm: Qualifier's Name:
Address: City: Zip Code:
License #: Phone #: Email:

Description of Work:

Permit Type: Residential Commercial Total Area of Construction: SF
Shingle Number of Squares Pitch
Metal Number of Squares Pitch
Flat Number of Squares Pitch
Other: Number of Squares Pitch

Value of Construction \$ Notice of Commencement, if over \$2500.00

Debris Removal: Self-haul OR Dumpster Rental***

You must complete the sub-contractor information section at the top of page 2 if you are renting a dumpster.

Fee Simple Title Holder: Phone:

Address: Zip Code:

Bonding Company: Phone:

Address: Zip Code:

Architect/Engineer: Phone:

Address: Zip Code:

SUB-CONTRACTOR INFORMATION:

Construction/Debris Removal: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Roofing: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

Electrical: _____	State Reg./Cert. No. _____
Address: _____	Zip Code: _____ Phone: _____
Valuation: _____	Signature: _____

APPLICANT'S AFFIDAVITS

Application is hereby made to obtain a permit to do the work and installation as indicated. The Building Code in effect at the time of this application is the Florida Building Code 2020 Edition. I understand that all permits require inspections as indicated. **This permit application is valid for 180 days from date of submission.**

___ I certify that **no** work or installation has commenced prior to the issuance of a permit. By signing, applicant affirms that all above is true and correct and that he/she is an authorized agent of the Contractor/Owner and has the authority to apply for this permit.

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 RECORDING YOUR NOTICE OF COMMENCEMENT.

PROPERTY OWNER SIGNATURE
STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___ by

_____ who is personally known to me, or has produced

_____ as identification.

_____ Notary Signature as to Property Owner

QUALIFIER'S SIGNATURE
STATE OF FLORIDA
COUNTY OF BREVARD

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this ___ day of _____, 20___ by

_____ who is personally known to me, or has produced

_____ as identification.

_____ Notary Signature as to Qualifier

Category/Subcategory	Approval Number(s)	Manufacturer	Model #	Building Design Pressures		Product Design Pressures		Expiration Date
				(+PSF)	(-PSF)	(+PSF)	(-PSF)	
6. Wall louver								
7. Glass block								
8. Other								
D. ROOFING PRODUCTS								
1. Asphalt shingles								
2. Underlayments								
3. Roofing fasteners								
4. Non-structural Metal RF								
5. Built-Up Roofing								
6. Modified bitumen								
7. Single ply roofing sys								
8. Roofing tiles								
9. Roof tile adhesive								
10. Roofing insulation								
11. Wood shingles/shakes								
12. Roofing slate								
13. Liquid applied roof sys								
14. Cements-adhesives-coatings								
15. Spray applied polyurethane roof								
16. Other								
E. SHUTTERS								
1. Accordion								
2. Bahama								
3. Storm panels								
4. Colonial								
5. Roll-up								
6. Others								
F. SKYLIGHTS								
1. Skylight								
2. Other								

FOR OFFICE USE ONLY: I have reviewed the above components or cladding and I have approved their use in this structure. These products provided adequate resistance to the wind loads and forces specified by current code provisions.

Name: _____ Signature: _____

Design Prof: _____ Cert No. _____

Seal

Date: _____

This Instrument Prepared By:
Name _____
Address _____

Permit No. _____

Tax Folio No. _____

NOTICE OF COMMENCEMENT

STATE OF _____,
COUNTY OF _____.

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of property, and street address if available)

2. General description of improvement:

3. Owner information
 - a. Name and address:
 - b. Interest in property:
 - c. Name and address of fee simple titleholder (if other than owner):

4. Contractor:
 - a. Name and address:
 - b. Phone number:

5. Surety
 - a. Name and address:
 - b. Amount of bond \$ _____.
 - c. Phone number:

6. Lender
 - a. Name and address:
 - b. Phone number:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
 - a. Name and address:
 - b. Phone number:

8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:
 - a. Name and address:
 - b. Phone number:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified) _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

Signature of Owner or Owner's Authorized Officer/Director
Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, _____ (year) by _____ (name of person) as _____ (type of authority, ...e.g. officer, trustee, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Signature of Notary Public – State of Florida
Print, Type, or Stamp Commissioned Name of Notary Public
Commission Number

Personally Known ___ or Produced Identification _____

Verification Pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing Above

ROOF NAIL-OFF AFFIDAVIT

Re: Permit Number _____

I, _____, licensed as a

(Please print name and check type of license)

____ Contractor* ____ Engineer ____ Architect

____ F.S. 468 Building Inspector, License Number: _____

On or about, _____ I did personally inspect the roof deck nailing and

(Date)

(Time)

Secondary water barrier work at _____

(Job Address)

Based upon the examination, I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual (Based on F.S. 53.8440).

The sealed roof deck option used (check one):

____ Self-adhering membrane ____ Flashing tape at sheathing joints ____ 2 layers of underlayment

Contractor/Engineer/Architect/Building Inspector

STATE OF FLORIDA

COUNTY OF BREVARD

Sworn to and subscribed before me on this _____ day of _____, 20_____.

By _____

(Print, type or stamp name)

Notary Public, State of Florida

Commission Number: _____

Personally known _____ or Produced Identification _____

Type of Identification Produced _____

*General Building, Residential or Roofing Contractor or any individual certified under F.S. 468 to make such an inspection.