



Reroof Permit Building Permit

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Florida Building Code 8th Edition (2023)
Florida Fire Prevention Code 8th Edition

Job Information Application Date: _____ Est. cost: _____ Permit #: _____

Parcel ID #: _____ Job Address: _____

Legal: Sub/Unit/Blk/Lot: _____

Owner's Name: _____

Owner's Mailing Address (if different): _____

Primary Contractor Information

Contractor: _____ State Cert/CC Comp Card #: _____

Address Email Phone: _____

Job Representative Contact Info: _____

Description of Work: _____

Work being performed

Commercial Single-Family **NOTE:** All commercial remodels, additions, and alterations require plan review.

Replace Entire Roof Replace Partial Roof Number of Squares: _____

Existing Roof material: _____ Roof material to be installed: _____

Soffit / Facia Only? Yes No Type of Building: _____ Number of Buildings: _____

Roof to Wall Connections Roof Deck Nailing Secondary water barrier

The following must be included with the application

All Florida Product Approvals and Miami Dade Notice of Acceptance information must be provided in our [Florida Product Approval/Miami-Dade NOA - Index Sheet](#).

Be advised that significant portions of the City of Marco Island are subject to deed restrictions. It is incumbent upon the property owner to research deed restrictions that may be applicable to their property. Questions regarding deed restrictions should be directed to the Marco Island Civic Association (MICA) at (239) 642-7778.

Regulations and Information

1. City of Marco Island Building Services is regulated by the Florida Building Code 8th Edition (2023). For more information about the code or to purchase the code, visit <http://www.floridabuilding.org>
2. Visit www.cityofmarcoisland.com/CSS for more information about how to submit for permit.
3. Engineering must be provided when changing roof type from asphalt shingles to cement tile.
4. Provide a copy of the full Florida Product Approval, N.O.A or engineering for all roofing system(s), roofing underlayment(s), A/C stand(s) and skylight(s). All Florida Product Approvals and Miami Dade Notice of Acceptance information must be provided in our [Florida Product Approval/Miami-Dade NOA - Index Sheet](#).
5. Site specific design pressures may be required.
6. Photovoltaic shingles and building-integrated photovoltaic systems that serve as roof coverings also require a separate electrical permit for the associated electrical work.
7. Check with the respective property owner's association for deed restrictions.
8. Owner-builders must sign an affidavit and supply homeowner's insurance.
9. A roofing contractor is responsible for obtaining a permit for any re-roof work.
10. When a roof on an existing structure is replaced, the roof deck attachment and fasteners shall be strengthened and corrected, and a secondary water barrier shall be provided as required by FBC-E 706.7.

Job Information Address: _____ Permit #: _____

11. A general contractor is required to obtain a separate permit for roof pitch changes, repairs to roof framing and roof to wall connections.
12. When a roof on an existing structure within the wind borne debris region and having an insured value or just valuation for purposes of ad valorem taxation for the structure of \$300,000 or more is replaced, a General, Building or Residential Contractor must obtain a separate permit to make adjustments or upgrades to the Roof to Wall Connections as required by HB 7057, F.S. 553.844, FBC-E 706.8 and Rule 9B-3.0475, Florida Administrative Code.
13. An affidavit will be provided from an appropriately licensed individual, certifying the roof mitigation work, prior to issuance of certificate of completion.
14. The city requires one reroof permit per building. If the building has multiple roofs, list the roofs being reroofed in the description of work and provide an aerial indicating the roof area or building being reroofed.
15. The fee for a roof permit is \$5.00 per square (100 square foot).
16. For roof coating work the fee shall be a flat fee of \$116.00.
17. When plan review is required the fee for plan review will be 38% of the permit fee.
18. Fees for any roofing work in conjunction with the construction of a new single-family residential structure are included in the single-family residential structure permit.
19. When the scope of work is an addition, the new construction roof will be in the Addition permit, and the re-roof shall be submitted as a separate permit.

Sub-Contractor Information (Enter Company Name, License Number, and Address.)

Roofing: _____

Design Professional Information (Enter Name, License Number, and Address.)

Architect: _____

Engineer: _____

Miscellaneous Information (Enter Company Name and Address.)

Fee Simple Title Holder: _____

Bonding Company: _____

Mortgage Lender: _____

Additional Portal Access Permission

I am authorizing the general contractor for this project _____, and/or permitting service _____, to have full access to this permit via the Citizens Self Service Portal. I acknowledge that I am solely responsible for managing any/all permits applied for under my license.

Voluntary Owner Contact Info

If the property owner for this project would like to be copied on City emails related to this permit add their email here. Owner's Email Address: _____

Owner's 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.

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.

Print Name of Owner or Agent for Owner

Signature of Owner or Agent for Owner

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, who is personally known to me, or has produced _____ as identification,
by means of physical presence or online notarization.

Signature, Notary Public – State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary

Contractor's Affidavit

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced.

No work whatsoever will commence until the building permit has been issued.

- The permit fee will be quadrupled if work is started without an approved permit.
- The permittee further understands that only licensed contractors may be employed and that the structure shall not be used or occupied until a Certificate of Occupancy is issued.
- See Section 105.5 of the Marco Island Administrative Construction Code for information regarding the permit expiration date.
- I will provide the Florida DBPR - Florida Lien Law statement to the person whose property is subject to attachment.

Print Name of Licensed Contractor

Signature of Licensed Contractor

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, who is personally known to me, or has produced _____ as identification,
by means of physical presence or online notarization.

Signature, Notary Public – State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary