

RESIDENTIAL ROOFING PERMIT CHECKLIST

- ☐ 1. Building Permit Application filled out and notarized.
- ☐ 2. Proof of property ownership; in case of new ownership, will require a copy of the deed.
- ☐ 3. Product Approval Specification Sheet filled out with the product approval numbers, Manufacturer and Product Description for both the roofing and underlayment material.
- ☐ 4. Contractor Registration Application is required for submitting a roofing permit on behalf of the property owner. The contractor is required to submit the following:
 - ☐ a. Contractor Registration Application, completed.
 - ☐ b. Copy of contractor license
 - ☐ c. Copy of driver's license
 - ☐ d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - ☐ e. Copy of current business name from Sunbiz.Org.
 - ☐ f. A list of authorized agents on the business letterhead.
- ☐ 5. Owner/Builder Disclosure Statement if the homeowner is submitting the roofing permit, signed and notarized.
- ☐ 6. Notice of Commencement is required to be filled out, signed, notarized and then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$5,000.00 or more. The City of Inverness will require a copy of the recorded N.O.C.
- ☐ 7. Please allow 2-3 days for processing the permit.
- ☐ 8. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
- ☐ 9. Roofing permits will **require** a minimum of 2 inspections.
- ☐ 10. Ladders must be provided for the Building Officials for inspections.
- ☐ 11. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.
- ☐ 12. The Building Official, at his discretion, may require an engineer sealed letter stating the roof was installed according to the current building code, a signed roofing affidavit signed by a licensed contractor (not the roofer), engineer or architect, along with photographs.
- ☐ 13. Please note that if the residential property is listed as a company name, corporation or an LLC on the property appraiser card/deed, a licensed contractor is required to submit permit.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**