

City of Holmes Beach Building Department

**CHECKLIST FOR RE- ROOFING
PERMIT APPLICATIONS**

✓		
	COMPLETED PERMIT APPLICATION- FULL SCOPE OF WORK & VALUE OF WORK	
	NOA SHEETS FOR ROOFING MATERIAL BEING USED ON JOB- WITH FLORIDA PRODUCT APPROVAL #'S (FOR ONSITE)	
	PRODUCT SUMMARY SHEET (FOR CITY FILE)	
	COPY OF SIGNED CONTRACT OR PROPOSAL	
	NOC IF OVER \$2,500 IN VALUE	
	ROOFING/SOFFITT/FACIA/SIDING MATERIAL VERIFICATION FORM	
	ROOFING AFFIDAVIT FOR NAILING (ONSITE)	