



Roof / Re-Roof Permit Application Checklist

BUILDING DEPARTMENT

Revision Date: 2/29/2024

Form I.D. Number: 013.0

Required Permit Applications

- [Building Permit Application](#) (Broward County Link)
- [Building Permit Application Zoning Addendum](#)
- [Roofers Application Packet](#)

Permit Review Stops (Your application will be reviewed by the following disciplines)

- Structural
- Zoning

Minimum Plan Submittal (Electronic Submittals Only Require 1 Set of Documents)

- Job value must be listed on permit application (Itemized cost breakdown may be required)
- Two (2) sets Product Approvals
- [Statement of Responsibility Regarding Asbestos \(SRRA\)](#) (Broward County Link)
- [Installation of Lightweight Concrete](#) (if applicable)

Other Requirements & Information

- [Contractor Registration Requirements](#) (if Contractor not registered with City)
- [Owner/Builder Affidavit Packet](#) (if Owner/Builder)
- [Notice of Commencement](#) (if job value over \$5,000, required before 1st Inspection) (Broward County Link)
- [Rooftop Mounted Equipment Affidavit](#) (if applicable) (Broward County Link)
- [Pre-Approved Roof Colors & Roof Materials](#)
- [Asbestos Compliance Program](#) (Broward County Link)

Please note that this checklist is not intended to be all-inclusive.
Due to changes in codes, regulations, and ordinances, other requirements may apply.