

	<p style="text-align: center;"><b>Charlotte County</b>  <b>Community Development Department</b></p> <p style="text-align: center;">Building Construction Services Building  18400 Murdock Circle  Port Charlotte, FL 33948-1074  Phone: 941.743.1201 Fax: 941.743.4907  Zoning: 941.743.1964 Toll Free from Englewood: 941.697.2919  <a href="mailto:BuildingSvcs@CharlotteCountyFL.gov">BuildingSvcs@CharlotteCountyFL.gov</a>  <a href="http://www.CharlotteCountyFL.gov">www.CharlotteCountyFL.gov</a>  <i>"To exceed expectations in the delivery of public services"</i></p>	<p style="text-align: center;">Prepared 09/11/14  (Revised 02/15)</p>
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**Residential Roof Permit Application Checklist**

- 1. Application form** (1 original with “wet” signatures). **Note:** Florida law requires Owner-Builders to sign the form “in person” at the permit intake counter and provide proper identification. All Customer Service Representatives are notaries & can witness the signature(s).
  - a. Wind Zone indicated on form.
  - b. Exposure category indicated on form.
  - c. Building use indicated on form.
  - d. Type of roof modification indicated on form.
  - e. Mean roof height indicated on form.
  - f. Roof deck type & thickness indicated on form.
  - g. Roof slope indicated on form.
  - h. Quantity of material indicated on form.
  - i. Roof sketch/plan indicated on form (see also item number 2, below).
  - j. Underlayment Product Approval #'s indicated on form.
  - k. Roof covering Product Approval #'s indicated on form.
  
- 2. Roof Plan or Sketch** (2 copies) or the plan or sketch may instead be drawn in the space provided on page 3 of the Application form.
  
- 3. Permit Fee** including the state mandated Surcharge = \$94. Note: checks are to be made payable to CCBC or Charlotte County Board of County Commissioners. Mastercard or Visa credit/debit cards or cash may also be used to make payments.
  
- 4. Notice of Commencement (NOC) form** (1 copy of the **recorded** form) submitted prior to the first inspection. **Note:** it is recommended that the NOC be submitted at the time of application submittal or at least before permit issuance in order to avoid inspection delays. The NOC form is not required if the proposed improvement has a direct contract price of \$2,500 or less.
  
- 5. Owner-Builder Disclosure Statement form** for Owner-Builders only (1 original, **unsigned**). Note: Florida law requires Owner-Builders to sign the form “in person” at the permit intake counter and provide proper identification. All Customer Service Representatives are notaries & can witness signature(s).