

CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE
ROOF/RE-ROOF

Completed Permit Application. All relevant information must be provided. This includes, but may not, be limited to, customer/contractor information, flood zone, finished floor elevation, square feet (living, porch, and garage), estimated costs, subcontractors information must be provided on permit application.

- ☐ Permit Application — Signed by the licensed contractor registered with the Building Department.
- ☐ Owner/Builder Disclosure -- This is required when an owner is obtaining a permit- If you apply as an owner/builder, the building must be for your own use and occupancy and may not be for sale or lease, If you sell or lease the building you have built as an owner builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103 (7).
- ☐ Warranty Deed - One copy of a recorded warranty deed or Property Appraiser verification of owner.
- ☐ Slope Sheet — Two (2) copies of the completed slope sheet.
- ☐ **Product Approval # on Slope Sheet** (shingles, underlayment, metal, modified bitumen, etc). What ever type of roofing system you are using.
- ☐ Notice of Commencement — A certified copy of the recorded notice of commencement is required for any job \$2500.00 or greater prior to the first inspection - it is not required to submit for the permit,
- ☐ Completed Roll-Off Dumpster Form
- ☐ DDBPR & Volusia county License Check

Fees are subject to the fee schedule which can be obtained through the Building Department,

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- A. Deck Nailing Affidavit
- B. Roof Dry-In (shingles only)
- C. In-Progress (Low Slope only)
- D. Roof Final

Taken in by: _____

Date: _____