



Town of Pierson
106 N. Center Street
Pierson, FL 32180
(386) 749-2661 Phone
(386) 749-3239 Facsimile
(855) 445-7630 Inspection Line
www.townofpierson.org

ROOF PERMIT APPLICATION CHECKLIST



The following must be submitted in order to apply for a roof permit:

- Completed building permit application (property owner must sign application).
- All subcontractors must be listed on the permit application. Must provide permit authorization letters or forms, and submit copies of licenses and insurances (roofing and/or specialty contractor).
- Copy of contractor's license (or must be on file in repository) OR Owner/Builder Affidavit form if the homeowner is acting as the contractor.
- Copy of contractor's city and/or county local business tax receipt (if not on file in repository).
- Copy of contractors Certificate of Worker's Compensation or exemption (if not on file in repository).
- Copy of contractor's certificate of general liability insurance (if not on file in repository).
- Proof of ownership (Copy of warranty deed or county tax bill).
- Authorization letter signed by the property owner (if leased property).
- Two (2) copies of Florida product approval for roofing material(s).
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) OR contract (if less than \$2,500.00).
- Building permit document or plans review fees must be paid (if applicable).
- Special calculations or product specification sheets for special equipment.

Note: Should you have questions or require any additional information, please contact the Building Official at (386) 804-9034. Additional documents maybe required upon request by the Building Division.

ALL DOCUMENTS SUBMITTED MUST BE LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED.