

Reroof Checklist

Yes	No	Requirements
		Completed Permit Application
		Contractor License and Insurance Information Current
		Notice of Commencement if the job is valued over \$2500
		A copy of the contract between the owner and the contractor.
		Property Records Card, which can be located at the Lake County Property Appraiser's website at www.lakecopropappr.com
		A roofing plan showing all the pitches and the product approval number for each different pitch (see roofing package for an example)
		Product approval for each different product being installed
		Manufacturer installation specifications that is specific to the job being proposed.
		If this a roof-over, where the existing shingles are not removed, the product approval information must indicate that the shingles were tested in this manner. If the product approval information does not indicate installation over existing shingles, then you will need local product approval and an engineer will need to provide evidence that the installation will provide the same level of protection as the product approval for installation over a wood deck.
		You have read this entire sheet including the instructions for inspections below.

Instructions: Be sure that you have submitted all the items on the list above. All reroof permits will be reviewed by the Building Official prior to submittal.

The inspection request: We ask that you email your inspection to INSPECTIONREQUEST@ALPHA-INSPECTIONS.NET Please send the request in the following format: Address (156 S. Lake Ave), Type of inspection (Final), Permit Number (123-09-10B), Contact Number of someone that can be contacted the day of the inspection in case there is a problem with either access to the job or a simple problem with the installation. Typical inspection for a reroof are a nailing, dry-in and flashing and a final inspection. The dry-in inspection will consist of felt properly laid and nailed along with flashing and drip edge properly installed, lapped and nailed along with any other roof penetrations. Then a final inspection, which will consist of a visual inspection of the installation as well as a check of the sealing of the starter course around the perimeter of the building as well as any specific requirements by the manufacturer. Metal roofs are quite different and inspections will be dictated by the manufacturer's specifications.

Inspection Items: Typical items that get turned down on an reroof inspection include, but are not limited to the following items.

1. Drip edge not properly lapped or fastened.
2. Felt paper run over the drip edge and not properly sealed.
3. Starter course not properly sealed between starter and first shingle. This includes the entire perimeter including the rake. We inspect this by gently lifting up on the edge of the first course of shingle. This shingle should be hard to lift up, but if it comes up very easily, the job will be turned down.
4. Roof penetrations, including the ridge vent not properly sealed. This includes the fasteners required to attach the penetrations to the roof.
5. Blocking required along edges of penetrations exceeding 144 square inches. This is a very common item for off ridge vents. Please be sure to retrofit blocking if not already installed.
6. Improper nailing of deck.
7. Felt fastener pattern not correct. The rule of thumb is you should not be able to place a 12" x 12" square anywhere on the roof deck without touching a fastener. Please see the permit tech for a fastener schedule.
8. No flashing in areas where there is a change in pitch.
9. Shingles installed that do not meet pitch requirements (too low of a pitch).
10. Shingles trimmed too much or not enough. Follow mfg specs that require anywhere from a $\frac{3}{8}$ " to $\frac{1}{4}$ " overhang over the drip edge.
11. Permit card must be posted on the job and visible from the road as soon as work is started.
12. For roofs with affidavit, incomplete pictures not showing all phases of work...

To Schedule An Inspection - email: inspectionrequest@alpha-inspections.net	Permit Application	In addition to this permit, you may be required to receive approval from other State of Federal agencies prior to commencing work	Permit Number
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You must submit 3 copies of this form. Only 1 has to be notarized if signed prior to coming to City Hall.

Project Address	
Project Description	Reroof

Property ID Key/Number		Parcel Number	Not Required
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Owner's Name	Mailing Address	City, State, Zip	Telephone
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General Contractor	Mailing Address	City, State, Zip	Telephone
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Construction Contractor	Mailing Address	City, State, Zip	Telephone
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Not Required

Electrical Contractor	Mailing Address	City, State, Zip	Telephone
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Not Required

Plumbing Contractor	Mailing Address	City, State, Zip	Telephone
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Not Required

HVAC Contractor	Mailing Address	City, State, Zip	Telephone
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Not Required

Roofing Contractor	Mailing Address	City, State, Zip	Telephone
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Legal Description	Not Required
Bonding Company	Not Required
Bonding Company Address	Not Required
Architect's Name	Not Required
Architect's Address	Not Required

Project Information

Subdivision Name	Phase	Lot No.	Model	Elevation	Lot Area	Impervious Surface Ratio
	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required

Flood Zone	Not Required
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Setbacks Provided over Required (ft)

Front	Not Required	Rear	Not Required	Side	Not Required	Corner	Not Required	Street Side	Not Required
Project		Area		Electrical	Hvac	Water		Meter	
New		Living	Not Required	Service Size	Type	Municipal		Size	Not Required
Alteration	<input checked="" type="checkbox"/>	Garage		Not Required	Not Required	Well			
Addition	<input type="checkbox"/>	Porch(s)			Efficiency	Plumbing			
Repair	<input type="checkbox"/>	Other			Airhandler	Not Required	Sewer	<input type="text"/>	
Other	<input type="checkbox"/>	Total	Not Required		Condenser	Not Required	Septic	<input type="text"/>	
Garage		Number of Bedrooms		Value		Code In Effect			
Attached	<input type="checkbox"/>	Not Required				2017 FBC			
Detached	<input type="checkbox"/>								

Applicant Signature	Date
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WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. Permits expire 6 months after issuance. You are responsible for the completion of the permit, inspections, and all Re-Inspection Fees.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath.

(Seal)
Notary Public

OWNER/BUILDER Disclosure Statement

F.S. Chapter 489, CONTRACTING; PART 1 CONSTRUCTION CONTRACTING (SS 489.103)

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a commercial building at a cost of \$25,000 or less. The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease a building you have built yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. **Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct FICA and withholding tax and provide worker's compensation for that employee, all as prescribed by law.** Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Any person who aids and abets unlicensed contractors or subcontractors will face imposed penalties as provided by law.

Section 6. Subsection (1) of Section 455.228 Florida Statutes F.S. 455.228 Unlicensed practice of a profession; cease and desist notice; civil penalty; enforcement.--- (1) When the department has probable cause to believe that any person not licensed by the department or the appropriate regulatory board within the department or the appropriate regulatory board within the department has violated any provision of this chapter or any statute that relates to the practice of a profession regulated by the department, or any rule adopted pursuant thereto, the department may issue and deliver to such person a *notice to cease and desist* from such violation. In addition, the department may issue and deliver a notice to cease and desist to any person who aids and abets the unlicensed practice of a profession by employing such unlicensed person. For the purpose of enforcing a cease and desist order, the department may file a proceeding in the mane of the state seeking *issuance of an injunction or a writ of mandamus* against any person who violates any provisions of such order. **In addition to the foregoing remedies, the department may impose an administrative penalty not to exceed \$5,000.00 per incident, pursuant to F.S. 120.58, it shall be entitled to collect its attorney's fees and costs, together with any cost of collection.** This _____ Day of _____ The Year _____, I, The Undersigned, Have Read The Preceding And Understand The Responsibility Of Acting As My Own Contractor, And Having Been Noticed Of The Above Florida Statutes, Will Abide By The Laws Governing Lake County And The State Of Florida. I further state that I have the knowledge and ability to do the work proposed, and I assume full responsibility for familiarizing myself with all Lake County Codes and building regulations. In the event a building inspector requires corrections to be made, I will make such corrections and call for a re-inspection before proceeding. I understand the Building Division is not responsible for instructing me on what to do. I understand I may subject myself to code enforcement action by not requesting and obtaining, Final Inspection Approval prior to engaging in the use of the proposed development. _____ Signature of Owner/Builder

State of Florida
County of Lake

I hereby certify that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Witness my hand and official seal this _____ day of _____, 19 _____.

Notary Public

After recording return to:

Permit No: _____
Tax Folio or Alternate Key #: _____

NOTICE OF COMMENCEMENT
Astatula, Clermont, Eustis, Fruitland Park, Howey in the Hills,
Groveland, Lady Lake, Lake County, Leesburg, Mascotte,
Minneola, Montverde, Mount Dora, Tavares, Umatilla

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of the property, and street address if available)

Street Address: _____
2. General description of improvement: _____
3. Owner's Information: Name: _____
Address: _____
Interest in Property: _____
Name and Address of fee simple titleholder (if other than owner): _____

4. Contractor Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
5. Surety Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
Amount of Bond: _____
6. Lender Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
8. In addition to himself or herself, Owner designates _____ of _____
to receive a copy of the following Lienor's Notice as Provided in Section 713.13(1) (b), Florida Statutes:
Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified) _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director /Partner /Manager

Printed Name & Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____
who is personally known to me or has produced _____ as identification and who did or did not take an oath.

Signature of Notary Public - State of Florida

Print, type or Stamp Commissioned Name of Notary Public

Verification pursuant to Section 92.525, Florida Statutes

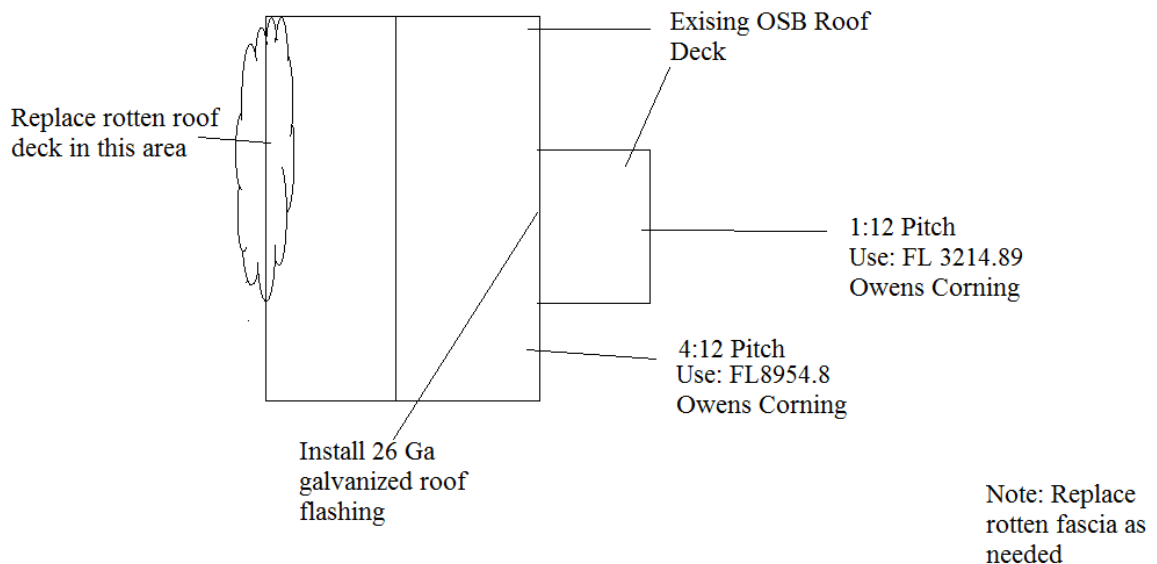
Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person (Owner) Signing Above

Reroof Plan

1. It's very important for both the review and the inspection to have a good roofing plan. Below is a sample of what we expect to be submitted. Important to us is the pitch of the roof, the existing substrate (1/2 plywood, 15/32 OSB, 1x12's etc), the proposed material to be installed along with the appropriate FL product approval number. Please note that different pitch roofs may require different products, so please be sure to list all proposed FL product approval numbers.
2. Additional information to be submitted include any material that is being replaced such as rotten roof decking, rotten fascia boards and any trusses that need to be repaired. Please note that this information will be helpful to determine if the scope of work exceeds what is allowed by a roofing contractor. Structural repairs that require engineering will also require a licensed general contractor.
3. Please also note that areas that require flashing should also be noted on the plans as to the type and thickness. Please see sample plan for more details.

Sample Roof Plan



LICENSED ROOFING CONTRACTORS ONLY

Reroofing Inspection Affidavit
Nailing, Sheathing, Dry-In & Flashing

REROOF ONLY – NOT NEW CONSTRUCTION

Permit No: _____ Address: _____

I _____, as a(n) General*, Building*, Residential*, or Roofing Contractor, Engineer, Architect, or F.S. Chapter 468 Building Inspector, I hereby affirm, that all of the foregoing information is true and accurate and that the sheathing, nailing, dry-in, and flashings at the above referenced address/lot have been installed in accordance with the attached scope of work, complying with all applicable codes and standards. Based upon my examination I have determined the installation was done in conformance to the Hurricane Mitigation Retrofit Manual (Based on F.S. Chapter 553.844).

License #: _____

Company/Contractor: _____

Contractor's Signature: _____ Date: _____

(Must be signed by license holder)

A final roofing inspection is required:

This signed and notarized affidavit must be provided at the job site at the time of the final roofing inspection along with digital photographs of each plane of the roof with the permit number or address number clearly marked on the deck for each inspection. The photographs must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by _____ who is personally known to me ___or has produced _____ as identification and who ___did or ___did not take an oath.

Notary Public

Printed Name: _____

My Commission Expires: _____

*No general, building, or residential contractor certified after 1973 shall act as, hold himself or herself out to be, or advertise himself or herself to be a roofing contractor unless he or she is certified as a roofing contractor.