



Re-Roof Permit Checklist

Online Submittal - [Click here for instructions on how to submit for an online permit.](#)

Required Permitting Documents and Information

- [Building Application](#) – Broward County Uniform Permit Application
- [Electrical Application, if applicable](#)
- [Mechanical Application, if applicable](#)
- [Homeowners Association Affidavit of Awareness](#) **Must be submitted even if you do not belong to an Association.*
- Roofing Package
 - [Roof to Wall Affidavit](#) **Must be completed by a licensed General, Residential, or Building Contractor, or may be done by a registered Architect or Engineer, or persons certified under FS 468**
 - [Rooftop Equipment Affidavit](#)
 - [Section 1524 FBC](#) – High Velocity Hurricane Zones-Required Owners Notification for Roofing Considerations
 - [Section 1525 – High Velocity Hurricane Zones – Uniform Permit Application](#)
- [Asbestos](#)
- [Notice of Commencement \(NOC\)](#) must be recorded, submitted, and displayed prior to scheduling the first inspection for any non-mechanical project with a job value over \$2,500. *It is preferred, but not required, to submit the NOC in advance to not hold up the first inspection request.*
- Contractors must submit current certificate of insurance for liability and workers compensation, and all applicable licenses.

Required Plan Review

- Building
- Mechanical, commercial
- Electrical, commercial

Revised Oct 1, 2021 - This form is subject to updating and adjustment and may not be all inclusive due to updates in the codes, regulations and ordinance which may trigger additional requirements.