Roofing Commercial Checklist

1. Permit Application-please include the Florida Product Approval # in the job description (example-shingle reroof- FL # 40599)
2. Roofing Worksheet
3. Owner/Builder Disclosure Statement (owner builders only)
4. Color and material sheet
5. Proof of property ownership-recorded deed or property appraisers office print out
6. Notice of commencement **(certified copy)** this is required for any improvements to your property greater than $2,500.The notice of commencement is to be filled out, and recorded with the Flagler County Clerk’s office in Bunnell. IT is not required at the time of permit issuance, but will be required prior to any inspections.

Visit our website for additional information

 <https://www.palmcoastgov.com/government/building/contractor-permitting>