

INITIAL SUBMITTAL REQUIREMENTS:

Roof Recover, Repair, or Replacement for 1 & 2 Family Dwelling and Townhouses

Florida Building Code definitions for roof related permits:

ROOF RECOVER – The process of installing an additional roof covering over a prepared existing roof covering without removing the existing roof covering.

For example, when installing a new layer of shingle roof covering over an existing layer of shingles. A maximum of 2 layers of roof covering is allowed. Other conditions may apply, see the Florida Building Code Existing Buildings, section 706.3.

ROOF REPAIR – Reconstruction or renewal of any part of an existing roof for the purpose of its maintenance.

For example, when removing and replacing sheathing, roof underlayment, roof covering, provided that the area repaired is less than 25% of the roof section or roof area.

ROOF REPLACEMENT – The process of removing the existing roof covering, repairing any damaged substrate and installing a new roof covering.

For example, when removing all layers of shingles and underlayment down to the existing deck and replacing with new roof underlayment and roof shingles. The replacement material may be any roof material allowed by the Florida Building Code, Section R905. Installing materials adding significant weight to the roof structure (e.g., replacing shingle with tile) requires truss engineering approving the added weight.

Application Materials Required for Roof Permit Types:

ROOF RECOVER Permit Application Required Materials:

All documents in this list must be completed:

1. [Building Permit Application](#).
2. Provide 2 sets of product approvals for all roof covering material. The product approvals are available from the supplier or can be retrieved from one of the following sites:
 - a. State of Florida Product Approvals: https://www.floridabuilding.org/pr/pr_app_srch.aspx, or
 - b. Miami-Dade Notice of Acceptance (NOA): https://www.miamidade.gov/building/pc-search_app.asp.
3. [Notice of Commencement \(NOC\)](#) is required before scheduling the first inspection. A certified copy of the NOC is required if job value is equal to or greater than \$2,500. *(The NOC is not required before obtaining the permit.)*
4. Additional Requirements
 - a. [Owner-Builder Affidavit](#) must be provided by Owner-Builder (must be notarized by County Staff).
 - b. Note: Additional information may be requested during the plan review process, such as documentation that the scope of work does not exceed 50% of the market value of the structure.

ROOF REPAIR Permit Application Required Materials:

All documents in this list must be completed:

1. [Building Permit Application](#).
2. [Percent Roof Repair Documentation for 1 & 2 Family Dwelling and Townhouses](#).

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3. Provide 2 sets of product approvals for all roof covering material and underlayment. The product approvals are available from the supplier or can be retrieved from one of the following sites:
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 - b. Miami-Dade Notice of Acceptance (NOA): https://www.miamidade.gov/building/pc-search_app.asp.
4. [Notice of Commencement \(NOC\)](#) is required before scheduling the first inspection. A certified copy of the NOC is required if job value is equal to or greater than \$2,500. *(The NOC is not required before obtaining the permit.)*
5. [Re-Roof Affidavit](#). The contractor is required to have this document onsite at the time of the in-progress inspection (169). *(The Re-Roof Affidavit is not required before obtaining the permit.)*
6. Additional Requirements
 - a. [Owner-Builder Affidavit](#) must be provided by Owner-Builder (must be notarized by County Staff).
 - b. Note: Additional information may be requested during the plan review process, such as documentation that the scope of work does not exceed 50% of the market value of the structure.

ROOF REPLACEMENT Permit Application Required Materials:

All documents in this list must be completed:

1. [Building Permit Application](#).
2. [Re-roofing Mitigation Package](#). The contractor is required to complete portions of this document during construction work.
3. Provide 2 sets of product approvals for all roof covering material and underlayment. The product approvals are available from the supplier or can be retrieved from one of the following sites:
 - a. State of Florida Product Approvals: https://www.floridabuilding.org/pr/pr_app_srch.aspx, or
 - b. Miami-Dade Notice of Acceptance (NOA): https://www.miamidade.gov/building/pc-search_app.asp.
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 - b. Note: Additional information may be requested during the plan review process, such as documentation that the scope of work does not exceed 50% of the market value of the structure.

To Make Application:

1. Apply Online:
 - Go to the [CityView portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
 - Click "Register".
2. Submit your application in person at the Growth Management Department located at:

2800 N. Horseshoe Drive
Naples, FL 34104
(239) 252-2400

Or visit the Immokalee Permitting Office located at:

310 Alachua St.
Immokalee, FL 34142
(239) 252-5733

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To Track Plan Review and Inspection Progress:

1. Go to the [CityView portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
2. Click "Status and Fees".
3. Enter the permit number or the address where the construction will take place.
4. If your search returns more than one result, click "Permit Status" next to the permit you want to track.
5. Click "Documents & Images" to review correspondence from the County.