



City of North Miami Beach, Florida

BUILDING DEPARTMENT

ROOFING PERMIT APPLICATION CHECKLIST

Walk-thrus -Monday thru Friday and must sign in between 8 A.M. and 9 A.M.

All the following documents are required upon application:

- ____ 1. Permit Application signed and notarized.
- ____ 2. Contractor License, Occupational License, Liability Insurance and Workman's Compensation Insurance (Notice to owner form if Workman's Comp Exempt)
- ____ 3. Signed Contract indicating cost of project (signed by both parties – cost to include material and labor.)
- ____ 4. For Owner Builder permit, (Shingle Roof Only) 2 complete copies of High Velocity Hurricane Zone Uniform, Application Form, Owner Builder Affidavit signed and notarized and copy of Drivers License (owner must be present for owner builder permit).
- ____ 5. 2 complete copies of High Velocity Hurricane Zone Uniform Application Form with Sections A - E filled as required.
- ____ 6. 2 copies of Required Owners Notification for Roofing Considerations initialed and signed by Owner and Contractor.
- ____ 7. 2 complete copies of Miami - Dade Product Approval for all processes used.
- ____ 8. Sheathing Affidavit and/or Certificate of Compliance-Roofing Affidavit (whichever applicable)
- ____ 9. Owner's Affidavit of Exemption
- ____ 10. Procedures of Roof Permits

* Condominium Approval Form required where applicable.