

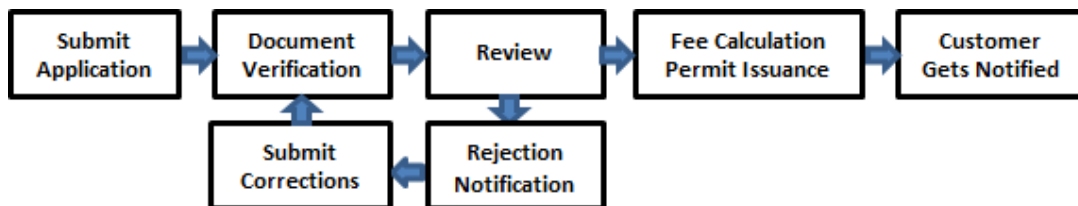


## Roof Permit Application Requirements

Apply online at: <http://permits.ocoee.org>

Roofing Permits are required for replacements and repairs. The Building Division accepts Roofing Permit Applications online at: <http://permits.ocoee.org>

### Workflow Steps:



**Permit Fee Residential (one- and two-family residential construction):** \$30 State Surcharges will apply and other fees may be applicable.

**Permit Fee Commercial (construction other than one- and two-family residential construction):** \$30, plus \$4.50 per \$1,000 of construction cost, in addition to State Surcharges and/or other applicable fees.

- Building Permit Application Form completed signed and notarized Application must include correct address and complete parcel I.D. number.
- Contractor Registration (Active) including current State Contractor License, General Liability and Workers' Compensation. First time contractor applicants may register online at: <http://permits.ocoee.org>
- Limited Power of Attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor. Must be site specific and notarized.
- Owner Builder Statement Affidavit form, with owner's signature notarized, if property owner is acting as his/her own contractor.
- Notice of Commencement: Required for projects with work valuations over \$2,500. A certified recorded copy in the Orange County Comptroller's Office, is required prior to the first inspection in accordance with Section 713.13 of the Florida State Statutes.
- No plans are required for a re-roof permit. If conducting structural repairs, digitally signed and sealed plans by a design professional licensed in the State of Florida will be required.