TREASURE ISLAND
FLORIDA

Roofing Permit Checklist

Parcel No:					
Address:					
City:	Treasure Island	**State:**	FL	**Zip Code:**	33706
FEMA Flood Zone Designation (i.e. V, CA, AE, etc.):					

The Community Development Department will not accept a permit application unless all required documents have been provided. Once all the correct documentation is submitted, all plans will be reviewed in the order they are received.

The notarized roofing affidavit with photos for all residential reroofs is required to be on site at the final inspection.

An in-progress affidavit with pictures of the deck nailing is required before the roof final inspections may be requested. These may be uploaded to your attachments in the files of your online application, e-mailed or be left on site for the inspector for the in-progress inspection

Submission Checklists:

Permit Application	☐
Proof of Property Ownership (PCPAO printout, recorded Deed, etc. If fictitious name listed as owner, Sunbiz report or equivalent for states other than Florida)	☐
Subcontractor Verification Form - Subcontractors must sign on before starting their respective scope of work	☐
Florida Product Approvals - Obtained from Floridabuilding.org. Use the 2023 Building Code. Show the FL product approval number and circle the appropriate decimal point. One set of installation instructions or site – specific engineering for: ☐ Underlayment ☐ Shingles/Tile/Metal ☐ Modified Bitumen ☐ Vents	☐

If Applicable

Notice of Commencement - Notarized and recorded for projects more than $5,000 valuation (required prior to the first inspection)	☐
Owner/Builder Affidavit - If the homeowner is going to be the contractor.	☐
Contract between the owner and the contractor	☐
FEMA Cost Breakdown Worksheet for Substantial Improvement/ Substantial Damage including SI/SD affidavits for homeowner and contractor	☐

Additional information may be required on a case-by-case basis.

Contractor: _____

Signature: _____ Date: _____