

ROOFING CONTRACTORS' REGISTRATION CHECKLIST

- _____ COPY OF STATE OF FLORIDA LICENSE OR CERTIFICATE OF COMPETENCY
- _____ COPY OF DADE COUNTY OCCUPATIONAL AND / OR MUNICIPAL LICENSE
- _____ CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
- _____ WORKMEN'S COMPENSATION INSURANCE OR EXEMPTION FROM STATE OF FLORIDA.

ROOFING PERMIT CHECKLIST (required for ALL permits to be accepted)

- _____ Permit application signed & notarized by property owner & contractor.
- _____ High Velocity Permit Application Form **(2 copies)**.
- _____ Copy of insured value of the home.
- _____ Copy of the Ad Valorem taxation value of the home.
- _____ Workers Compensation insurance certificate **(required for ALL permits submitted)**.

- If Worker's Comp. Exemption is used, the exemption certificate MUST include the names up of to 3 employees working on the job along with a printout of the corporate info from www.sunbiz.org. The printout must include the names listed on the exemption certificate.
- **MUST** provide insurance certificate for any additional workers on the job site.

- _____ Owner's notification for roofing permits **(2 copies)**
- _____ N.O.A.'S / Product Approvals (must submit all the pages) **(2 copies)**

TWO COPIES OF ALL ITEMS BELOW!

Home insured at ABOVE \$300,000.00	Home insured at BELOW \$300,000.00
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- Re-nailing of sheathing as required by Section [2322.2.8](#) of the Florida Building Code, (6th edition, 2017) HVHZ.
- Certification of the roof secondary water barrier & deck attachments.
- Owner's affidavit of roof to wall connection.
- Qualifier's affidavit of roof to wall connection, Engineer's report of inspections with pictures.
- Special inspector form **(must be submitted with roof application)**.

NOTE: EVERYTHING CHECKED OFF MUST BE PRESENTED AT TIME OF SUBMITTAL. THESE ARE THE PRELIMINARY REQUIREMENTS FOR SUBMITTAL. THE PLANS WILL BE REVIEWED BY THE APPROPRIATE INSPECTORS AND FURTHER INFORMATION MAY BE REQUIRED BEFORE FINAL APPROVAL.