



Re-Roof Guidelines – Residential (Push-Button)

Description: Use this permit type for residential (1 or 2-family homes) complete re-roof of Shingle/Metal to Shingle/Metal **or** Tile to Tile on the existing house.

** Re-cover, repair, flat, or shingle/metal to Tile is under Roofing Various*

License Requirements: A CCC (certified roofing contractor) or Owner/Builder may apply for this permit

Documents required at Application:

For Owner/Builder in person:

2 copies required for each of the below

- **Picture ID**
- **Paper trade application**
- **Roof Data Sheet**
- **Owner/Builder Affidavit**
 - Must be Notarized
- **NOC if the valuation is \$2500 or greater:**
 - May be submitted after application but before the 1st inspection
 - Must be Notarized
 - Must be recorded and certified by Lee County. If only recorded, then a NOC Affidavit is also required

For Registered Contractors online:

Push Button Permit

- **Apply on CSS:**
 - For Shingle/Metal, select “Roofing Shingle/Metal to Shingle/Metal – Residential (Push-Button)”
 - For Tile to Tile, select “Roofing Tile to Tile – Residential (Push-Button)”
- **NOC if Valuation is \$2500 or greater:**
 - May be submitted after application but before the 1st inspection
 - Must be Notarized
 - Must be recorded and certified by Lee County. If only recorded, then a NOC Affidavit is also required

Permit Details:

- Sq ft of sloped and/or flat roof, type of roofing material, location of the vent, skylight replacement, product approval FL# or NOA (see Notes)

Reviews:

- Push Button Permit
- Environmental (only if in Eagle Nesting Zone)



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Inspections:

- See attached inspection sheet

Fees:

- Roofing Misc \$75
- Surcharge YES

Expiration:

- Six (6) months

NOTES:

Sheathing inspection/Affidavit is required under the following circumstances:

- The permit for the new construction of the home was applied for prior to March 1, 2002 or,
- A full Re-Roof has not been completed after March 1, 2007

For Owner/Builders: Sheathing Inspection by City Inspector

- Nail the roof percode
- Schedule inspection
- Inspector will inspect the nailing of the **entire** roof before you apply your underlayment (peel & stick, synthetic tarpaper / tarpaper, etc.)

For Certified Roofing Contractors: Sheathing Affidavit

- A General, Building, Residential, Roofing contractor, or any individual certified under the 489 Florida Statute may complete the sheathing inspection once the permit is issued. After completing the inspection, they will fill out the Sheathing Affidavit, and the underlayment can then be applied
- The completed Sheathing Affidavit must be attached in the CSS portal to the permit

Product approvals and installation instructions that must be on-site for inspection

- Dry-in Membrane
- 90# Membrane (if applicable)
- Finished Roofing



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Roofing Inspections **(BOTH OWNER BUILDER & CONTRACTORS)**

Shingle/Metal Re-roof

BLD – Notice of Commencement (NOC)	1
BLD - Sheathing/Affidavit (contractors)	1
BLD – Sheathing (owner/builder)	1
BLD – Roof Dry-In	1
BLD – Roof Final	2

Tile Reroof

BLD – Notice of Commencement (NOC)	1
BLD – Sheathing/Affidavit (if contractor)	1
BLD – Sheathing (if owner/builder)	1
BLD – Roof Dry-in	1
BLD – Roof 90lb Inspection	1
BLD – Roof Final	2



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