



Form 3 (b)

Building Construction Services

18400 Murdock Circle, Port Charlotte, FL 33948
 Phone: (941) 743-1201 FAX: (941)743-1213
 Zoning (941) 743-1964
 Toll Free from Englewood (697-2919)
 www.charlottecountyfl.com

"To exceed expectations in the delivery of public services"

For Office Use Only
Permit Number 2 0 0 _____
Application Date _____
CSR _____

Over the Counter Trade Permits

Roofing Permit

Construction Cost (excluding lot but including labor) _____

Notice of Commencement required for all jobs over \$2,500 (\$7500 for HVAC)

Is property located in the Charlotte Harbor CRA. If so the project must meet the CRA Design and Community Standards. For more information call Zoning on (941) 743-1964.

One copy of the Manufacturers Installation Instructions and Details for each type of roof that pertains to the job **MUST** be on the job site at time of inspection. Failure to provide this information will result in your inspection being rejected. (Manufacturers Specifications are listed on the shingle packaging)

Roofing shall be applied in accordance with the 2004 Florida Residential Code (Chapter 9) **OR** the 2004 Florida Building Code (Chapter 15) and the Manufacturers Installation Instructions and Details.

- New Roof**
 Replacement
 Re-cover
 Repair

Roof Type	Slope	# Sq's	Manufacturer	Spec #	Insulation & Type
<input type="checkbox"/> Shingle	_____	_____	NOT REQUIRED	-----	NOT REQUIRED
<input type="checkbox"/> Metal	_____	_____	_____	_____	_____
<input type="checkbox"/> Modified Bitumen	_____	_____	_____	_____	_____
<input type="checkbox"/> Concrete Tile	_____	_____	_____	_____	NOT REQUIRED
<input type="checkbox"/> Clay Tile	_____	_____	_____	_____	NOT REQUIRED
<input type="checkbox"/> Built-up	_____	_____	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____	_____	_____

Roofing Requirements

- 1) All roofing shall be applied in accordance with the 2004 Florida Building Code, Chapter 15, Roof Assemblies and Rooftop Structures and the Manufacturer's Installation Instructions and details.
- 2) Asphalt shingles shall comply with ASTM D 225 or ASTM D 3462, and shall have factory-applied self-seal strips or be interlocking.
- 3) Metal Roofing must be installed per Manufacturer's Installation Instructions and Details.
- 4) Modified Bitumen -- Example: Tamko, Ruberoid, Firestone, Polyglass, etc. (All have specification numbers) -- Must be installed per Manufacturer's Installation Instructions and Details.
- 5) Tile Roofs -- Must be installed per Manufacturer's Installation Instructions and Details.
- 6) PVC -- Example: J. P. Stevens, Duralast, Fibertite, etc. (All have specification numbers) -- Must be installed per Manufacturer's Installation Instructions and Details.
- 7) Built-Up -- Multiple ply felts set in hot or cold asphalt. (All have specification numbers) -- Must be installed per Manufacturer's Installation Instructions and Details.



Print Form

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Application for Construction Permit

Form 1(i)

Job Site Details

Description of work to be done _____

Address: _____ Unit # _____
Number Name Type:(St., Dr., Pkwy., Blvd., etc.)

Tax Folio # _____ Lot _____ Block _____ Subdivision _____

Section _____ Township _____ Range _____ Wind Zone _____ Exposure _____ Flood Zone _____

This building will be used as _____ Map Page _____

Zoning Class _____ Construction Cost (excluding lot but including labor) _____

Model Home Corner Lot Inside Lot Waterfront

Owner Information

Name _____

Address _____

City _____ State _____

Phone No. _____ Fax No. _____

Email _____

Contractor Information

Name _____

Address _____
Number Name Type:(St., Dr., Pkwy., Blvd., etc.)

City _____ State _____

Phone _____ Fax No _____

Email _____

Contractors State Certification or Registration No. _____ Contractors Certificate of Competancy Number _____



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Print Form

Form 1(ii)

Application for Construction Permit (cont.)

Name of Fee Simple Titleholder (if not owner) _____			
Street _____	City _____	State _____	Zip _____ Phone No _____
Bonding Company Name _____	Street _____	State _____	Zip _____
Architect/Engineer Name _____	Street _____	State _____	Zip _____
Mortgage Lender _____	Street _____	State _____	Zip _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

The undersigned applicant for this permit does hereby certify that he/she has or will prior to the performance of any work in connection with the authorization granted under this permit comply with the provisions of the Florida Worker's Compensation Act of Employers Liability Insurance, the Social Security Act, the Florida Child Labor Laws and all other applicable safety and labor laws of the state. Violation will invoke severe penalties.

Owners Affidavit: I hereby certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOU LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

NOTICE: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as water management districts, state, or federal agencies.

OWNERS/AGENT SIGNATURE _____

CONTRACTORS SIGNATURE _____

State of Florida, County of _____ The foregoing instrument was acknowledged before me this _____ day of _____ 20____ by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath. Signature of Notary _____ Notaries Printed Name _____ Commission Number _____	State of Florida, County of _____ The foregoing instrument was acknowledged before me this _____ day of _____ 20____ by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath. Signature of Notary _____ Notaries Printed Name _____ Commission Number _____
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A recorded Notice Of Commencement is required in the Permitting Office prior to issuance of the permit

March 2007, mag