

COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055

Phone: 386-758-1008 Fax: 386-758-2160

bldginfo@columbiacountyfla.com

Scan QR code to submit online.

(On next page)

Roofing Application Checklist

(Residential or Commercial: Reroofs ~ Roof Repairs ~ Roof Overs)

PERMIT EXEMPTION: If the construction job cost is \$5000 or less, no permit is required. (County Ord. 2025-05) This does not change the requirement for the use of licensed contractors and the requirement of recording a Notice of Commencement when the cost is \$5000 or more. (F.S. ch:489, F.S. ch:713) However, it is highly recommended that a permit be pulled regardless of the cost for insurance purposes. This ensures proper documentation for coverage in the event of unforeseen issues during or after construction.

- ☐ 2nd pg of Permit Application with PROPERTY OWNER'S Signature & Notarized Contractor Signature - The deeded property owner must sign page 2 of Application
- ☐ License Holders (Contractors) must complete a "Letter of Authorization" for who is authorized to pull the permit on their behalf
- ☐ Proof of ownership by way of Recorded Deed or Property Appraiser's parcel details printout-- visit <https://search.ccpafl.com/>
- ☐ Corporation or Trust Details listing authorized signor(s) and POA forms if necessary
- ☐ If an Owner Builder, Notarized Owner Disclosure Statement is required
- ☐ Product Approval Code Specifications Form & Roofing Underlayment Affidavit (Required for walk-in submittals)
- ☐ ***IF REQUIRED*** ~ Truss Engineering and/or Subcontractor Form
- ☐ Recorded Notice of Commencement; before 1st inspection
- ☐ Any other necessary documents requested (Floodplain Notice to Owner, etc...)
- ☐ ***AFTER THE IN-PROGRESS*** ~ Contractor Roofing Affidavit (Not required for owner builders)
- ☐ ***AFTER THE IN-PROGRESS*** ~ Pictures must be submitted (See notice below)

FINAL INSPECTION & CERTIFICATE OF COMPLETION: This completed form and photographs must be uploaded to your permit via online at the Application Submission login (link) [Welcome to Columbia County Online \(columbiacountyfla.com\)](https://www.columbiacountyfla.com).

If for a roofing permit, clearly visible in the Photographs must be the permit number or address and must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing. (Not required for additions or New Residential)

Published 10/2025



Columbia County, Florida

Roofing Application



**Scan QR Code to
complete application online.

For Office Use Only

Application # _____

Permit # _____

Comments/Notes _____

***This page not required for Online submissions.**

Applicant _____ Phone # _____
(person applying, not owner)

Applicant Address _____

Contact Email (updates sent here) _____

Owners Name _____ Phone # _____

Job Site Address _____

Contractors Name _____ Phone # _____

Contractors Address _____

Contractors Email _____

Parcel # ____ - ____ - ____ - ____ - ____

Estimated Cost of Job _____ Residential ☐ Commercial ☐

Choose one: Replacement ☐ Tear off Existing and replace ☐ Overlay with metal ☐ Recovery: New material over existing ☐
Partial Roof Repairs ☐ Other ☐ _____

Ventilation: Ridge Vent ☐ Off Ridge Vent ☐ Powered Vent ☐ Unvented ☐

Flashing: Use Existing ☐ Repair Existing ☐ Replace All ☐ Replace w/L-Flashing ☐ Replace w/step-Flashing ☐

Drip Edge: Use Existing ☐ Repair Existing ☐ Replace All ☐

Valley Treatment: Use Existing ☐ New Metal ☐ New Mineral Surface ☐

Type of Structure: _____ Is the existing roof being removed? Yes ☐ No ☐
(House, Mobile Home, Garage, Etc...)

If NO, Explain: _____

Roof Pitch: ____/12, ____/12 Roof Area (For this job) SQ FT: _____ Number of Stories: _____

Type of New Roofing Product: _____ Florida Product Approval #: _____
(Metal, Shingles, Asphalt Flat)

CONTRACTOR FILING: Certified Roofing Contractors not on file, provide _____ State License, _____(COI) Certificate of Liability insurance including Worker's Comp insurance with Columbia County Building Department as the certificate holder or _____ W/C Exemption card along with _____ the Detail Entity page showing "Active" for your Articles of Incorporation from the website sunbiz.org. Registered Roofing Contractors not on file, call about reciprocity and fees.

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CODES: 2023 Florida Building Code 8th Edition and the 2020 National Electrical Code

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ROOFING UNDERLAYMENT AFFIDAVIT

Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

REQUIRED FOR WALK-IN OR PAPER SUBMITTALS

www.columbiacountyfla.com

Job Address: _____

I (Print Name) _____, as a Florida license Roofing Contractor or an Owner Builder, I understand to comply with the 2023 Florida Building Code 8th Edition underlayment requirements, I must select an option for sealing the roof deck.

The options are summarized below...

☐ A self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 applied over the entire roof.

☐ A minimum 4-inch-wide strip of self-adhering polymer-modified bitumen complying with ASTM D1970 or a minimum 3 $\frac{3}{4}$ - wide strip of self-adhering flexible flashing tape complying with AAMA 711, applied over all joints in the roof decking. A felt underlayment complying with ASTM D226 Type II, ASTM D4869 Type III or IV, or ASTM D6757, or a synthetic underlayment meeting the performance requirements specified, is required to be applied over the strips/tape over the entire roof.

☐ Two layers of felt underlayment comply with ASTM D226 Type II or ASTM D4869 Type III or IV, or two layers of a synthetic underlayment meeting the performance requirements specified, lapped and fastened as specified.

☐ Other (explain) _____

Contractor/Owners Signature _____

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Product Approval Code Specifications

As required by Florida Statute 553.842 and Florida Administrative Code 8B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org ***Paper form not required if online submittal for roofs ONLY**

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1.Exterior Doors			
A. Swinging			
B. Sliding			
C. Sectional/Roll Up			
D. Other			
2. Windows			
A. Single/Double Hung			
B. Horizontal Slider			
C. Casement			
D. Fixed			
E. Mullion			
F. Skylights			
G. Other			
3. Panel Walls			
A. Siding			
B. Soffits			
C. Storefronts			
D. Glass Block			
E. Other			
4. Roofing Products			
A. Asphalt Shingles			
B. Non-Struct Metal			
C. Roofing Tiles			
D. Single Ply Roof			
E. Other			
5. Struct Componenets			
A. Wood Connectors			
B. Wood Anchors			
C. Truss Plates			
D. Insulation Forms			
E. Lintels			
F. Others			
6. New Exterior			
A. Envelope Products			



Columbia County, Florida

Procedures for Obtaining



a Certificate of Completion







Scan QR Code to
make application

Follow these steps to avoid delays in your re-roof project approval:


Step 1 – Submit Application

-  Submit a Re-Roof Permit Application to the Building Department.
-  Permit must be issued before work begins.

Step 2 – Schedule In-Progress Inspection

-  Request inspection at least 24 hours in advance.
-  Crew must be actively working or roof must be clearly under construction.
-  Inspector will conduct this inspection on-site.

Step 3 – Submit Required Documentation



-  Upload the following to your permit record:
 - Roofing Contractor Affidavit (required for licensed contractors)
 - Roof photographs (see Page 2 for checklist)

 **Owner-Builders:** Affidavit not required, but photos are still required.

Inspector will review submissions:

- If sufficient → You may schedule a Final Inspection.
- If insufficient → Corrections will be noted and must be addressed.

Step 4 – Final Inspection & Completion

-  Schedule your Final Inspection once documentation is approved.
-  When the inspection passes, your Certificate of Completion will be issued




Columbia County, Florida

Required Roof Photos

(ALL RE-ROOF PERMITS)



 Scan QR Code to
upload documents

! General Rules

- Every photo must show the permit number.
- Measuring tape must be visible in nailing/lap pattern photos.
- The number of photos will vary depending on the project size/complexity.

📷 Photo Checklist

- ✓ Sheathing nailing and repairs before covering
- ✓ Underlayment nailing and lapping (including peel & stick)
- ✓ Valley materials, drip edge, and flashing around pipes/chimneys (show nails & sealants)
- ✓ Vent openings (ridge and off-ridge)
- ✓ Shingle nailing pattern
- ✓ Metal roof overlays (purlins/furring strip nailing)
- ✓ Screens & sealants at off-ridge vents (metal overlays)
- ✓ Cricket flashings and sealants
- ✓ Chimney work (alignment if replaced)
- ✓ Gutters removed/reinstalled (if applicable)
- ✓ Final site cleanup

💡 Tip

Upload photos promptly into the permit system to avoid delays.

Recording Stamp



TAX ID/PARCEL #:

NOTICE OF COMMENCEMENT

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. **Description of property (legal description):** _____
 - a. Street (job) Address: _____
2. **General description of improvements:** _____
3. **Owner Information or Lessee information if the Lessee contracted for the improvements**
 - a. Name and Address: _____
 - b. Name and Address of fee simple titleholder (if other than owner): _____
 - c. Interest in property: _____
4. **Contractor Information**
 - a. Name and Address: _____
 - b. Telephone #: _____
5. **Surety Information (if applicable, a copy of the payment bond is attached)**
 - a. Name and Address: _____
 - b. Amount of Bond: _____
 - c. Telephone #: _____
6. **Lender**
 - a. Name and Address: _____
 - b. Telephone #: _____
7. **Person within the State of Florida designated by Owner upon whom notices, or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes**
 - a. Name and Address: _____
 - b. Telephone #: _____
8. **In addition to himself or herself, Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes**
 - a. Name: _____
 - b. Telephone #: _____
9. **Expiration date of Notice of Commencement (the expiration date will be 1 year from the date of recording unless a different date is specified):** _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE SITE OF THE IMPROVEMENT BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**STATE OF FLORIDA
COLUMBIA COUNTY**

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of ☐ physical presence or sworn to (or affirmed) by ☐ online notarization _____ day of _____, _____, by _____
as _____ for _____
DATE MONTH YEAR NAME OF PERSON
TYPE OF AUTHORITY - OFFICER, TRUSTEE, ATTORNEY IN FACT NAME OF PART ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED

Personally Known _____ OR Produced Identification _____ Type of ID Produced _____
SEAL/STAMP: _____

SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

PRINT, TYPE, OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC

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CONTRACTOR ROOFING AFFIDAVIT

Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

NOT REQUIRED FOR OWNER BUILDERS

www.columbiacountyfla.com

Job Address: _____

I (Print Name) _____, Licensed as a ☐ Contractor,
☐ Engineer, or ☐ Architect, with License # _____ do hereby affirm that all of the
information provided to obtain this permit is true and accurate and that the sheathing, nailing, dry-in,
venting, and flashings at the above referenced address will be installed in accordance with the
applicable codes, Florida Product Approval installation instructions and standards set forth in the
most current edition of the Florida Building Code - Residential and the Florida Building Code -
Existing Building.

(Affiant Signature)

STATE OF _____
COUNTY _____

The foregoing instrument acknowledged before me by means of ☐ physical presence or ☐ online
notarization, this _____ day of _____ 20_____, by _____
_____, who is ☐ personally known to me or ☐ has provided the following
identification _____.

Notary Public Signature _____ (Seal)

Notary Printed Name _____

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COLUMBIA COUNTY BUILDING DEPARTMENT

AGENT AUTHORIZATION TO SIGN FOR PERMITS

(BLANKET)

Use if authorized to pull all permits on your behalf

License holder still MUST sign Owner and Contractor Signature Page

I, _____ (License Holder Name), licensed qualifier for _____ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf.

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes, and ordinances inherent in the privilege granted by issuance of such permits.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supercede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

License Holders Signature (Notarized) _____

License Number _____

Date _____

NOTARY INFORMATION:

STATE OF: _____ COUNTY OF: _____

The above license holder, whose name is _____ personally appeared before me and is () known by me or () has produced identification (type of I.D.) _____ on this _____ day of _____, 20____.

(Seal/Stamp)

Notary's Signature _____

Notary's Printed Name _____

Published 10/2025

COLUMBIA COUNTY BUILDING DEPARTMENT

AGENT AUTHORIZATION TO SIGN FOR PERMITS

(JOB SPECIFIC)

Use if authorized to pull all permits on your behalf

License holder still MUST sign Owner and Contractor Signature Page

I, _____ (License Holder Name), licensed qualifier for _____ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf for the job address shown below ONLY.

Job Site Address: _____

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes, and ordinances inherent in the privilege granted by issuance of such permits.

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License Holders Signature (Notarized) _____

License Number _____

Date _____

NOTARY INFORMATION:

STATE OF: _____ COUNTY OF: _____

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(Seal/Stamp)

Notary's Signature _____

Notary's Printed Name _____

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