



Columbia County, Florida

Procedures for Obtaining

a Certificate of Completion



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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)



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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.