

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS**

Roofing/Re-roof Permit – Please return this checklist with your application.

**Please provide 2 complete copies of all required documents
unless otherwise noted.**

**CONTRACTORS MUST HAVE CURRENT LICENSING DOCUMENTS ON FILE WITH
FLAGLER COUNTY BUILDING SERVICES, IF YOU ARE NEW OR UNSURE OF
YOUR STATUS PLEASE CALL (386) 313-4003**

- Permit application
- Disclosure Statement (owner is acting as his/her own contractor) **FS 489.103**
- Mechanics Lien Affidavit and stamped envelope addressed to property owner
(owner signs when using a contractor, required when value of labor and material is over \$2,500.00 in value) **FS Ch 713
part 1**
- Copy of recorded warranty deed
- Notice of Commencement or Affidavit of Notice of Commencement filing (required when
value of labor and materials is over \$2500.00, prior to any inspections must be recorded and
certified Flagler County Clerk of Court) **FS sec 713.135**
- 3 copies of the Roofing Information Sheet

**** See last page for the Automated Inspection Request System ****

***** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR
MAY NOT BE ALL INCLUSIVE*** It is the applicant's responsibility to produce Notice of
Commencement as specified in Florida Statute Chapter 713.13 prior to the scheduling of
inspections. All inspections must be complete to close out the permit when the project is
complete. Failure to close out permits may result in additional fees and/or suspension of rights to
obtain additional permits.**