

JESSE NELSON
MAYOR

VICKIE GAINER
CITY MANAGER

KEVIN OBOS
LEGAL COUNSEL



COMMISSIONERS

BRANDON ALDRIDGE

PAT PERNO

JAMIE WARRICK

JUDY TINDER

ROOFING PERMIT

DATE _____

PROJECT ADDRESS _____

PARCEL ID NUMBER _____

OWNER'S NAME _____

(If Home Owner is completing job an Owner Affidavit Form must be completed and attached)

COMPANY NAME _____

CONTRACTOR'S NAME _____

LICENSE NUMBER _____

PHONE NUMBER _____

RE- ROOF _____ ROOF OVER _____

TYPE OF ROOFING MATERIAL:

SHINGLE _____ METAL _____ TILE _____ OTHER _____

NUMBER OF SQUARES _____ JOB COST \$ _____
(This includes labor, material, and equipment)

Improvements of \$2,500 or more a Notice of Commencement is required

JESSE NELSON
MAYOR
VICKIE GAINER
CITY MANAGER
KEVIN OBOS
CITY
ATTORNEY



COMMISSIONERS
JUDY TINDER
PAT PERNO
DAN RUSSELL
BRANDON ALDRIDGE

Inspection Affidavit

I _____, licensed as a (n) Contractor*/Engineer/Architect,
(Please print name and circle License Type) **FS 468 Building Inspector***

License #; _____

On or about _____, I will personally inspect the **Roof**
Deck Nailing and / or secondary water barrier work at _____
(Job Site Address)

And _____
(Parcel ID Number)

I will affirm the installation will be done according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 F.S.)

(Signature)

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____

By _____

(Stamp)

Notary Public, State of Florida

(Signature)

Personally known _____ Produced Identification _____
Type of Identification produced _____

*Only General Building, Residential, or Roofing Contractors, or any individual certified under 468 F.S. as Building Inspector.

MAR 2020

PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute [553.842](#) and the [Florida Administrative Code](#), 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 product supplier should you not know the product approval number for any of the applicable listed products.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. Exterior Doors			
A. Swinging			
B. Sliding			
C. Sectional			
D. Roll-up			
E. Automatic			
F. Other			
2. Windows			
A. Single Hung			
B. Horizontal Slider			
C. Casement			
D. Double Hung			
E. Fixed			
F. Awning			
G. Pass Through			
H. Projected			
I. Mullion			
J. Wind Breaker			
K. Dual Action			
L. Other			
3. Panel Walls			
A. Siding			
B. Soffits			
C. EIFS			
D. Storefronts			
E. Curtain Walls			
F. Wall Louver			
G. Glass Block			
H. Membrane			
I. Greenhouse			
J. Other			
4. Roofing Products			
A. Asphalt Shingles			
B. Underlayments			
C. Roofing Fasteners			
D. Non-Structural Metal Roofing			
E. Wood Shingles and Shakes			
F. Roofing Tiles			
G. Roofing Insulation			
H. Waterproofing			
I. Built Up Roofing Roof Systems			
J. Modified Bitumen			
K. Single Ply Roof Systems			

Category/Subcategory		Manufacturer	Product Description	Approval Number(s)
L.	Roofing Slate			
M.	Cements-Adhesives Coatings			
N.	Liquid Applied Roof Systems			
O.	Roof Tile Adhesive			
P.	Spray Applied Polyurethane Roof			
Q.	Other			
5.	Shutters			
A.	Accordion			
B.	Bahama			
C.	Storm Panels			
D.	Colonial			
E.	Roll-up			
F.	Equipment			
G.	Other			
6.	Skylights			
A.	Skylight			
B.	Other			
7.	Structural Components			
A.	Wood Connectors/ Anchors			
B.	Truss Plates			
C.	Engineered Lumber			
D.	Railing			
E.	Coolers-Freezers			
F.	Concrete Admixtures			
G.	Material			
H.	Insulation Forms			
I.	Plastics			
J.	Deck Roof			
K.	Wall			
L.	Sheds			
M.	Other			
8.	New Exterior Envelope Product			

The products manufacturer, description, and approval numbers can be obtained from the Florida Building Code information system on the web @ [Florida Building Code Online](#). I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval; 2) the performance characteristics which the product was tested and certified to comply with; and 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection. A completed copy of this Product Approval Specification Sheet will be returned to Bay County Builders Services before a Certificate of Occupancy will be issued.

Applicant Signature

Date



NOTICE OF COMMENCEMENT

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

- 1. Description of property (legal description of property):
a) Street (job) Address:
2. General description of improvement(s):
3. Owner or Lessee information (Lessee as owner only if contracted for improvements)
a. Name and address:
b. Interest in property:
c. Name and address of fee simple titleholder (if other than owner):
4. Contractor Information
a. Name and address:
b. Phone number: Fax No. (Opt.)
5. Surety Information
a. Name and address:
b. Amount of bond \$
c. Phone number: Fax No. (Opt.)
6. Lender
a. Name and address:
b. Phone number:
7. Persons within the State of Florida designated by Owner upon who notices or other documents may be served as provided by Section 713.13(l)(a)7., Florida Statutes:
a. Name and address:
b. Phone number:
8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(l)(b), Florida Statutes:
a. Name and address:
b. Phone number:

Expiration date of notice of commencement (the expiration date is 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 1, 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 JOB SITE 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.

Verification pursuant to Section 92.525, Florida Statutes. Under penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief.

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

State of Florida
Bay County

The foregoing instrument was acknowledged before me this ___ day of ___, 20__ by ___, who is personally known to me or has produced ___, and who did/did not take an oath.

(Driver's License #)

Signature of Notary
Public - State of Florida

Print, Type, or Stamp
Commissioned Name of Notary Public