



ROOFING PERMITS

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Do I need a Roofing permit?

Roofing permits are needed for re-roofing residential and commercial properties, along with additional structures such as accessory dwelling units, detached garages, sheds, storage buildings, etc. Roof repairs also require roof permits. Roofing permits are needed for shingle, metal, tile/slate, modified bitumen, TPO, and composite roofs.

Who can apply for a Roofing permit?

A roofing contractor can apply for the permit. If you are a homeowner and will be doing the work yourself, you can apply for the permit, however, there are certain criteria you must meet in order to do so. Please see our [Owner Builder Packet](#) for requirement details.

How do I apply for a permit?

Roofing permits should be applied for online using the [iMS](#) permitting system. For further information on using the iMS system, please click [here](#), or go to the following:
<https://www.lakelandgov.net/departments/community-economic-development/building-inspection/ims>.

If your roofing project requires plan review, following submission of your Roofing permit application in iMS, you will receive an email notification to upload the documents listed below into our plan review system, ePlan ProjectDox. All documents must be uploaded in .pdf format.

What information/documents do I need to submit with my application?

Please see the checklist of documents below based on the type of roof you will be installing. An explanation of each document type is provided.

Where can I obtain additional information about permitting for roof repair and replacement?

Additional details can be found on our information sheet, Facts About Roof Damage, Repair, and Replacement. Click [here](#).

Shingle, TPO, Modified Bitumen Roofs:

1. Florida Product Approval Numbers for roofing material and underlayment being used must be included in your application. The Florida Product Approval numbers are set by the State of Florida as a measurement to determine if the product meets state building code requirements

	<p>including high velocity hurricane zones, HVHZ. The Florida Product Approval Number can be obtained from the point of purchase of your roofing materials or via the DBPR (Department of Business & Professional Regulation) at www.floridabuilding.org.</p> <p>2. A Letter of Structural Integrity for the roof is required. This letter should be written by the contractor or a structural engineer (or homeowner if applying for Owner Builder permit) declaring that the structural roof components are capable of supporting the roof-covering system and the material and equipment loads that will be encountered during installation of the system.</p>
Metal, Tile/Slate, Composite Roofs:	<p>1. The Florida Product Approval Numbers are needed for the roofing and underlayment materials. <u>The Florida Product Approval Numbers and installation sheets from the DBPR (Department of Business and Professional Regulation) must be submitted for review.</u> To obtain Florida Product Approval Numbers and the corresponding installation sheets, please visit www.floridabuilding.org.</p> <p>2. A Letter of Structural Integrity for the roof is required. This letter should be written by the contractor or a structural engineer declaring that the structural roof components are capable of supporting the roof-covering system and the material and equipment loads that will be encountered during installation of the system. If a metal roof is to be installed over existing shingles, the metal manufacturer must have approved that method of installation without an underlayment, the letter must also state that the shingles are in good condition and will provide sufficient water barrier.</p>
Owner-Builder Statement/Affidavit (Applicable to Qualified Owner-Builders Only)	<p>An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489 in order to be exempt from professional licensure requirements as an Owner/Builder. The form can be found here: Owner-Builder Packet</p>
Notice of Commencement (NOC)	<p>The State of Florida requires a Notice of Commencement form to be submitted for all projects with a job value over \$5000. The completed NOC should be taken to the Polk County Clerk of Courts to be recorded. Once recorded, the NOC must be submitted to the Building Inspection Division prior to your first inspection.</p>