



ORANGE CITY

The Heart of Southwest Volusia

ROOF PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Completed building permit application (property owner must sign application).
- Copy of contractor's license or on file in repository or Owner/Builder affidavit form (applying as contractor).
- Copy of city and/or county local business tax receipt (if not on file in repository).
- Copy of certificate of worker's compensation or exemption (if not on file in repository).
- Copy of certificate of general liability insurance (if not on file in repository).
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (roofing and/or specialty contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed by the property owner (if leased property).
- Two (2) copies of Roof slope sheet, Florida product approval for roofing material(s), and skylight product approval if applicable.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid (if applicable).

“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”

Note: Should you have questions or require any additional information, please contact the Building Division at (386) 775-5423. Additional documents maybe required upon request by the Building Division.