



ROOF / RE-ROOF PERMIT APPLICATION CHECKLIST

City of Atlantic Beach Building Division

800 Seminole Road, Atlantic Beach, FL 32233

Phone: (904) 247-5826 Email: Building-Dept@coab.us Website: <http://coab.us>

***If shingles-over the counter permit**

*** *[Click here for Permit Submittal Instructions](#)***

REQUIRED PERMIT APPLICATIONS

- [Building Permit Application](#) (Roof Permit Application)
- [Construction Site Management Checklist](#)

MINIMUM PLAN SUBMITTAL REQUIREMENTS

- Job value must be listed on permit application
- [Product Approval Information Sheet](#)
- All non-shingled roof installations go through plan review** (Florida FL#s, installation and evaluation reports)

PERMIT REVIEW STOPS (Your application will be reviewed by the following departments)

- Building Division

OTHER REQUIREMENTS AND INFORMATION (where applicable)

- [Contractor Registration Requirements](#) (if the Contractor is not registered with the City of AB)
- [Owner/Builder Affidavit](#) (if Owner/Builder AND Homestead Exempt)
- [Notice of Commencement](#) (if job value over \$2,500 required before 1st inspection)

******THIS PERMIT REQUIRES AN IN PROGRESS INSPECTION******

WHAT TO EXPECT

- You will be contacted if you are missing any documents (approximately 10 days after submission)
- Resubmission of documents can be made by emailing Building-Dept@coab.us
- Resubmission of documents shall include a [Revision Request/Correction to Comments Sheet](#)
- Permits will be issued approx. 7-10 business days after all correct documents have been received and approved
- Permit will not be issued until all divisions have approved it and payment has been made
- Schedule your inspections by calling 904-247-5814 before 4:00 p.m. for a next day inspection

**Please note that this checklist is not intended to be all-inclusive
Due to changes in codes, regulations, and ordinances, other requirements may apply.**