The following documents are required for a Roof Permit

**One Copy:**
Building Permit Application  
Signed & Notarized  
Written Contract or Cost Estimate  
Include Name, Number, Address, Materials Price, Labor Price, Total, Signature  
Owner/Builder Affidavit *(Homeowner permits only)*  
Signed & Notarized  
Homeowner’s Association Approval Letter *(IF applicable)*  
Must be signed & notarized  

Building Permit Application, Owner/Builder Affidavit can be found on our website www.NLauderdale.org

**Two Copies:**
Notice of Commencement must be submitted before permit can be issued *(If job value is $2500 or more)*  
Notarized & Recorded at 1 N University Drive  
Asbestos Form  
Submitted and Received at 1 N University Drive  
Residential or Commercial Roof Packet  
NOA’s for the shingles being used  
Can get from Lowes, Home Depot, wherever shingles were purchased  
Fire Classification / UL Listing  

Residential and Commercial Roof Packet can be found on our website www.NLauderdale.org

There is a processing fee of $106 plus a plan review fee based on job value.

Other agency approvals may be required

a. DPEP  
b. Engineer’s Letter  
c. Easement Agreement  
d. Any Other Required Agencies