



Town of Juno Beach

340 Ocean Drive, Juno Beach, Florida 33408
Phone: (561) 626-1122 Fax: (561) 775-0812

ROOFING PERMITTING CHECKLIST

In order to perform a uniform and consistent review of roofing permit applications, as a minimum, the following documents are required to be submitted:

- 1.) A completed Town of Juno Beach permit application.
- 2.) A completed Owner Builder Affidavit for owners wishing to perform the work themselves. (Per the Building Official, owners will only be permitted to apply for shingle permits. A competency test needs to be passed with a score of 70% or higher in order to qualify as owner builder.)
- 3.) A recorded and certified Notice of Commencement for all jobs valued at \$2,500.00 or more.
- 4.) Two (2) sets of Product Control Notice of Acceptance for each type of roof (i.e. Tile would have one set of N.O.A while a Flat roof would have a different type.)
- 5.) Two (2) sets of Product Control Notice of Acceptance for any new turbine vents being installed (if applicable).
- 6.) Two (2) sets of the Roofing Packet with all applicable items completely filled out.
- 7.) All contractors holding a General, Building, or Residential certification with the state issued after 1973 are not considered to be roofing contractors per F.S. 489.113(g) unless State Certified or County Licensed as a Roofing Contractor.
- 8.) All commercial roofing applications require Department of Environmental Resource Management (D.E.R.M) asbestos reports.

