



Development Services Department
3521 NW 43rd Avenue Lauderdale Lakes, Florida 33319-5599
Mon-Thurs: 8:00a-3:30p-Friday: Closed to the Public
Phone: 954-535-2480 Fax: 954-731-5309
Inspections: 954-535-2481
permits@lauderdalelakes.org

ROOF/RE-ROOF PERMIT APPLICATION CHECKLIST

Please note that this checklist is not intended to be all inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply. To schedule an inspection, please call the Building Department at (954) 535-2481 by 2:00pm that day for inspection to be scheduled the following day.

Required Permit Applications:

- [Broward County Uniform Permit Application](#)
- [7th Edition Roofer's Application Packet](#)

Minimum Plan Submittal:

- Two (2) sets of product approvals.
- Signed Contract between Contractor and Owner.
- [Statement of Responsibility Regarding Asbestos \(SRRA\)](#)

Other Requirements & Information:

- [Roof Wind Load & Up-Lift Chart](#)
- [Owner/Builder Affidavit Package](#) (if Owner/Builder)
- [Contractor Registration Requirements](#) (if Contractor not registered with City)
- [Notice of Commencement](#) (if job value over \$2,500, required before 1st inspection)

Permit Review Stop:

- Structural

Inspections:

- Tin Cap (Flat Roof)
- Shingle in Progress
- Mop in Progress
- Structural Final