



Development Services Department  
3521 NW 43<sup>rd</sup>. 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](mailto:permits@lauderdalelakes.org)

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## ROOF/RE-ROOF PERMIT APPLICATION CHECKLIST

Please note that this checklist is not all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply. Call the inspection line at (954) 535-2481 by 2:00 pm to schedule an inspection, the Building Department will schedule your request for the following business day.

**Note:** Click on blue hyperlinks for required documents.

### Required Permit Applications:

- [Broward County Uniform Permit Application](#)
- [Roof Application Packet 7th Edition](#)

### 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](#) (When applicable)
- [Notice of Commencement](#) (if job value over \$2,500)

### Permit Review Stop:

- Structural

### Inspections:

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