



# City of Auburndale

## Metal Roof Guidelines

Revised September 2021

Please include the following items in the order shown below.

### **Roofing Permit Application**

Complete all information on the Roofing Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the permit application, contact Construction Services at 863-965-5530 or [permit@auburndalefl.com](mailto:permit@auburndalefl.com)

### **Owner-Builder Affidavit**

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

### **Plot/Site Plan**

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

### **Florida Product Approval and Manufacturer Installation Sheets**

Provide the Florida Product Approval number and installation sheets for the metal being installed. For assistance in obtaining the installation sheets or approval numbers, please visit [www.floridabuilding.org](http://www.floridabuilding.org).

Please provide a scope of work in written form describing the work in the following details:

- Stripping deck or leaving one layer of shingles
- Repair of any decking or trusses/rafters

Structural repairs require signed and sealed drawings from a design professional.

## **Notice of Commencement**

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

*Customers, please send questions, comments, and suggestions for these guidelines to [permit@auburndalefl.com](mailto:permit@auburndalefl.com). We update this list periodically.*