



228 S. MASSACHUSETTS AVE.
 LAKELAND, FLORIDA 33801-5086
 863/834-6012
 TDD 863/834-8333

METAL ROOF CHECKLIST

Revised 2/24/2021

PLEASE INCLUDE THE FOLLOWING ITEMS IN THE ORDER SHOWN BELOW

<input type="checkbox"/> Building Permit Application	Complete all information on the Building Permit Application provided. If the 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 Building Permit Application, contact the Building Inspection Division at 863-834-6012 or buildinginspection@lakelandgov.net .
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order 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 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Building Inspection Division at 863-834-6012 or buildinginspection@lakelandgov.net .
<input type="checkbox"/> Florida Product Approval and Manufacturers Installation Sheets	Please provide the Florida Product approval number and installation sheets for the metal being installed. For assistance in obtaining the installation sheets or approval number, please visit www.Floridabuilding.org . Please also provide a scope of work describing the following details: <ul style="list-style-type: none"> • Are you stripping to the deck or leaving 1 layer of shingles? • Are you repairing any decking or trusses/rafters? Structural repairs will require Signed & Sealed Drawings by an Architect or Engineer.
<input type="checkbox"/> Notice of Commencement	Before you can obtain the first inspection, the recorded Notice of Commencement Form must be submitted to the City of Lakeland Building Inspection Division. A recorded NOC is required for projects over \$2500.