



ROOFING PERMIT PACKET

Please complete the following and submit along with permit packet.

<u>Construction Type</u>	<u>Roof Type</u>	<u>Roof Size</u>	<u>Contract Amt.</u>
Re-Roof	<input type="checkbox"/> Metal <input type="checkbox"/> Shingles	_____	\$_____
Roof Over	<input type="checkbox"/> Metal <input type="checkbox"/> Shingles	_____	\$_____

The following inspections are required:

Roof Over

- In-Progress
- Final

Re-Roof

- Sheathing
- Final

****Roofing affidavits must be submitted in the event the in-progress/sheathing inspections cannot be completed. Please submit the document along with photographs of each plan of the roof with the permit number and address clearly shown marked on the deck for each inspection.****

MADISON COUNTY BUILDING DEPARTMENT
BUILDING PERMIT APPLICATION

Application Date: ____/____/____

Project Address: _____

Parcel ID#: _____

Applicant/Prime Contractor Company Name: _____

Mailing Address: _____

Phone: _____ Fax: _____ Cell: _____

Contact Person Name: _____ E-mail _____

DBPR Florida License No.: _____ Expiration: _____

Property Owner's Name: _____

Mailing Address: _____

Phone: _____ Cell: _____

Email: _____

Architect (if applicable): Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

FL. Dept. of Business & Professional Regulation License No.: _____

License Holder's Name: _____

Engineer (if applicable): Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

FL. Dept. of Business & Professional Regulation License No.: _____

License Holder's Name: _____

For Addition and New Construction Projects all plans and specifications are required to be sealed by an architect and/or engineer showing seal and signature with license number.

- | | | |
|--|---|--|
| <input type="checkbox"/> Two Sets of Plans (2)** | <input type="checkbox"/> Site Plan (2) | <input type="checkbox"/> Septic/Sewer Permit |
| <input type="checkbox"/> Wind Load Analysis (2) | <input type="checkbox"/> Zoning Compliance | <input type="checkbox"/> Driveway Permit |
| <input type="checkbox"/> Florida Energy Form (2) | <input type="checkbox"/> Notice of Commencement | <input type="checkbox"/> Lease Agreement* |
| <input type="checkbox"/> Truss Layout (2) | <input type="checkbox"/> Warranty Deed | <input type="checkbox"/> Utility Agreement* |

***Commercial Projects Only**

****For Commercial Projects Submit Four (4) Sets of Plans**

If indicated provide two (2) copies, one will be returned with building permit noting any required corrections

**MADISON COUNTY BUILDING DEPARTMENT
ROOFING PERMIT POLICY UPDATE**

TO: All Contractors, Owner-Builders, and Permit Holders

FROM: Madison County Building Department

DATE: June 25, 2026

SUBJECT: Termination of Virtual Roof Inspections

Effective immediately, the Madison County Building Department will no longer accept or conduct virtual roof inspections.

To ensure structural integrity and compliance with building codes, all roofing inspections must now be conducted in person by a Madison County Building Inspector. This physical verification is required at every mandatory stage of your roofing project, including the deck/nailing inspection, secondary water barrier inspection, and final inspection.

It is the responsibility of the permit holder to schedule these inspections appropriately before proceeding to subsequent phases of construction. Failure to secure an in-person inspection at each required stage may result in a failed inspection, stop-work orders, or penalties.

Permit Holder Acknowledgment and Compliance Agreement

By signing below, I acknowledge that I have read, understand, and agree to comply with the Madison County Building Department roofing inspection policy. I understand that virtual inspections are strictly prohibited and that all inspections must be completed in person by a certified Building Inspector.

Permit Number: _____

Property Address: _____

Permit Holder Name (Print): _____

Permit Holder Signature: _____

Date: _____

NOTICE OF COMMENCEMENT

State of: FLORIDA

County of: MADISON

City of: MADISON

The undersigned hereby gives notice that improvement(s) will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

DESCRIPTION OF PROPERTY:

Street Address: _____

Parcel ID# _____

Subdivision: _____ Lot: _____ Block: _____

GENERAL DESCRIPTION OF IMPROVEMENT:

OWNER INFORMATION

Owner(s) Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

CONTRACTOR INFORMATION

Contractor Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

LENDER INFORMATION

Lender Name: _____ Contact: _____

Address: _____

Phone: _____

Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7, Florida Statutes: Name: _____ Address: _____

In addition to himself, Owner designates, _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Expiration is one (1) year from date of recording unless otherwise specified.

Signature of Owner: _____ Print Name: _____

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public: _____ My Commission Expires: _____

DECLARATION OF CONSTRUCTION DEBRIS DISPOSAL

DATE _____ PROPERTY ID # _____

NAME _____

ADDRESS _____

BUSINESS NAME _____

ANY CONSTRUCTION RELATED DEBRIS GENERATED DURING THE SCOPE OF THIS PROJECT WILL BE DISPOSED OF AS FOLLOWS:

CHECK THE APPROPRIATE METHOD YOU PLAN TO USE:

- COUNTY SUPPLIED TILT DUMPSTER
- PRIVATE SUPPLIED TILT DUMPSTER
COMPANY _____ PHONE _____
- HAULED BY PROPERTY OWNER TO LANDFILL

(PRINT NAME)

(SIGNATURE)

(DATE)

COUNTY ORDINANCES NO.93-56 NO.96-56 and NO.99-98
PROHIBITS THE DISPOSING OF CONSTRUCTION RELATED
DEBRIS IN THE COUNTY MAINTAINED GREEN BOX PUBLIC
GARBAGE SITES.

WE APPRECIATE YOUR COOPERATION IN ASSISTING US TO ASSURE COMPLIANCE WITH THIS ORDINANCE FOR THE BENEFIT OF THE CITIZENS OF MADISON COUNTY.

Owner Builder Affidavit

As an Owner Builder you are
Responsible for:

1. All work.
2. All corrections
3. Any Insurance claims or property damage.
4. All reinspection fees

The Building Department has no design professionals.

Signature of owner

OWNER BUILDER STATEMENT / AFFIDAVIT

Madison County Building Department

Owner: _____

Site Address: _____

City _____ State _____ Zip Code _____

Parcel ID: _____

Florida Statutes are quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express the applicable restrictions and responsibilities.

BY SIGNING THIS STATEMENT, I ATTEST THAT: (Initial to the left of each statement)

	I understand that state law requires construction to be done by a licensed contractor and I am applying for an owner-builder permit under an exemption from that law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
	I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
	I understand that as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in the State of Florida and to list his or her license numbers on all permits and contracts.
	I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within one (1) year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
	I understand that as the owner/builder, I must provide direct, onsite supervision of the construction.
	I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and county ordinances.
	I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner/builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner/builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner/builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

	<p>I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. <u>Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and these laws may subject me to serious financial risk.</u></p>
	<p>I agree that as the party, I am legally and financially responsible for this proposed construction activity. I will abide by all applicable laws and requirements that govern owner/builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.</p>
	<p>I am aware construction practices and I have access to the Florida Building Code.</p>
	<p>I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (850) 487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.</p>
	<p>I agree to notify the Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.</p>
	<p>Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation, and the Building Department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner/builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's liability and worker's compensation coverage.</p>

OWNER BUILDER AFFIDAVIT CERTIFICATION

I, _____, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner/Builder

Date

Form of Identification: _____

Photo ID

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a \$1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

Notary Public State of Florida: _____

Commission Expiration: _____

Notary Seal: