



# City of Mascotte

## Roof Permit Checklist

1. COMPLETED PERMIT APPLICATION - 2 PAGES
  2. SCOPE OF WORK WORKSHEET
  3. COMPLETED PRODUCT APPROVAL WORKSHEET
  4. RE-ROOF AFFIDAVIT IF REQUIRED
  5. PROPERTY RECORDSCARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION - LOCATED ON THE PROPERTY APPRAISER WEBSITE
  6. ROOF DRAWING SHOWING THE PITCHES OF THE ROOF & PLYWOOD THICKNESS
  7. HOA APPROVAL IF LOCATED IN HOA
  8. RECORDED NOTICE OF COMMENCEMENT IF JOB VALUE IS OVER \$5000
- THESE DOCUMENTS ARE REQUIRED TO BE UPLOADED TO THE ONLINE PORTAL

PLEASE NOTE:

WE ACCEPT AFFIDAVITS AND PICTURES SO THAT YOU MAY MOVE DIRECTLY TO THE FINAL INSPECTION.

**\*\*Please visit the portal to obtain the following documents if needed: Product Approval Worksheet, Permit Application Notification for HOA, Notice of Commencement, & Owner/Builder Affidavit.**

You can apply online at: <https://portal.iworq.net/MASCOTTEFL/new-permit/600/5611>

FINAL INSPECTIONS CAN BE SCHEDULED THROUGH THE ONLINE PORTAL