



City of Palmetto
Building Department
600 17th Street West
Palmetto, Florida 34221
Phone: (941) 721-2166

Fax: (941) 721-2168

Please remember if you are a homeowner, you must occupy or personally use the property if you are doing any improvements. If property is a rental, a licensed contractor must secure a permit.

CONTRACTOR / HOMEOWNER **OBTAINING A ROOFING PERMIT**

1. Building Permit Application
2. Owner Disclosure Statement
3. If valuation of job is more than \$2500, a Notice of Commencement must be recorded at the Manatee County Courthouse and the recorded copy must be submitted to the Building Department prior to permitting.
4. Information on the roof (product approval), if roof over, complete re-roof or repair. Also what is the pitch of the roof?
5. Letter of Intent (sketch of plan view).
6. If licensed contractor is securing a permit, a copy of contract must be submitted with material list.