

INITIAL SUBMITTAL REQUIREMENTS:

Re-Roof/Roof Repair for 1 & 2 Family Dwelling and Townhouses (Owner-Builder-Specific)

Permit Application Required Materials:

All documents in this list must be completed:

1. [Building Permit Application](#).
2. [Owner-Builder Affidavit](#) (must be notarized by County Staff).
3. [Re-roofing Mitigation Package](#). The contractor is required to complete portions of this document during construction work.
4. [Percent Roof Repair Documentation for 1 & 2 Family Dwelling and Townhouses](#).
5. For metal roof repair: Provide the product approval specifications.
6. [Notice of Commencement \(NOC\)](#) is required before scheduling the first inspection. A certified copy of the NOC is required if job value is equal to or greater than \$2,500. *(The NOC is not required before obtaining the permit.)*
7. State of Florida Product Approvals https://www.floridabuilding.org/pr/pr_app_srch.aspx or Miami-Dade Notices of Acceptance (NOA) for Underlayments Roofing Coverings https://www.miamidade.gov/building/pc-search_app.asp.

Note: Additional information may be requested during the plan review process, such as documentation that the scope of work does not exceed 50% of the market value of the structure.

To Make Application:

1. Submit your application in person at the Growth Management Department located at:

2800 N. Horseshoe Drive
Naples, FL 34104
(239) 252-2400

Or visit the Immokalee Permitting Office located at:

310 Alachua St.
Immokalee, FL 34142
(239) 252-5733

2. Apply Online:
 - Go to the [CityView portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
 - Click "Register".

To Track Plan Review and Inspection Progress:

1. Go to the [CityView portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
2. Click "Status and Fees".
3. Enter the permit number or the address where the construction will take place.
4. If your search returns more than one result, click "Permit Status" next to the permit you want to track.
5. Click "Documents & Images" to review correspondence from the County.