

INITIAL SUBMITTAL REQUIREMENTS:

Re-Roof/Roof Repair for 1 & 2 Family Dwelling and Townhouses

Permit Application Required Materials:

All documents in this list must be completed and submitted:

1. [Building Permit Application](#).
2. [Re-roofing Mitigation Package](#). The contractor is required to complete portions of this document during construction work.
3. [Percent Roof Repair Documentation for 1 & 2 Family Dwelling and Townhouses](#).
4. For metal roof repair: Provide the product approval specifications.
5. [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.)*
6. [Owner-Builder Affidavit](#) is required for Owner-Builders and must be notarized by County Staff.

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. Apply online:
 - Go to the [CityView portal](http://cvportal.colliergov.net/cityviewweb): <http://cvportal.colliergov.net/cityviewweb>.
 - Click "Register."
 - Complete your Application.
2. Apply in-person at the Growth Management Department's permitting offices:

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

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

Download the [10-Step Permit Process Infographic](#) to guide you through the process, including instructions on how to *Track Your Permit* and *Schedule Inspections*.

Download a Comparison between [Electronic \(EPR\) vs. Paper Submittals](#) as a visual guide to be used alongside the 10-Step Permit Process Infographic showing the benefits of EPR.