



Marion County Building Department  
 2710 East Silver Springs Boulevard  
 Ocala, Florida 34470

Phone: (352) 438-2400 Fax: (352) 438-2401

Website: [www.marioncountyfl.org/Building/building\\_default.aspx](http://www.marioncountyfl.org/Building/building_default.aspx)

## Checklist

# Roofing / Skylights/ Siding Garage Doors / Exterior Doors / Windows

Documents may be copied; signatures must be original

Office Use

	<b>Permit Application</b>	Completed and signed by: Owner - if submitting permit application as Owner/Builder Licensed Contractor - if contractor is submitting permit application Note: Signatures must be notarized if project cost is over \$2,500 (Building Department Service Representatives provide notary services)
	<b>Recorded Warranty Deed</b>	If property owner is new or recently changed, provide one (1) copy of a Recorded Warrant Deed. (Recorded deeds may be obtained at the Marion County Clerk of the Courts Office)
	<b>Plans</b>	Two (2) sets of Plans showing location of replacement doors and/or windows. Two (2) set of plan view showing location of skylights or window locations. Note: Accurate description of door locations on permit application 'scope of work' will eliminate plan and plan review requirement for 'door replacement'.
	<b>Product Approval Specification Forms</b>	Two (2) forms for all exterior components: doors, windows/mullions, siding, roofing, skylights and garage doors; to include the manufacturer's product description and Florida Product Approval Number.
	<b>Construction Lien Law Affidavit</b>	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
	<b>Notice of Commencement (NOC)</b>	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Department prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. ( <a href="http://www.sunbiz.org">www.sunbiz.org</a> )
	<b>Owner/Builder Affidavit</b>	Required when an owner is submitting a permit application as Owner/Builder. This affidavit must be signed in the presence of a service representative.
	<b>Notarized Authorization Letter / Lease Agreement</b>	If applicant is not legal owner, provide a notarized authorization letter from the property owner or a lease agreement.

I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.

\_\_\_\_\_  
 Print Name of Applicant/Contractor

\_\_\_\_\_  
 Signature of Applicant/Contractor

\_\_\_\_\_  
 Date

<b>For Office Use Only</b>			
Reviewed By: _____	Date: _____	Accepted: _____	Rejected: _____