

## Steps to obtaining a Re-Roof permit

<https://aca-prod.accela.com/COLA/Default.aspx>

1. Go to the above website and create a user account. If you are a contractor, you will need to also create an application for Contractor Registration/Renewal. You may also come to City Hall and apply in-person. For your convenience we have a laptop in the lobby and will be glad to assist.
2. Complete the online application
  - a. Florida Product Approval Codes for all materials will be needed. Please include the numbers in the job description and/or upload the Approval documents. The Florida Product Approval Codes can be obtained from the retailer or manufacturer.
  - b. Number of squares (a package of shingles is typically one square.)
  - c. For jobs over \$5000 a Notice of Commencement must be included. This notice must be recorded with the Polk County Clerk of Courts.
3. We will email or call with any questions. Roof permits are usually issued within one day.
4. Pay the fees to have the permit issued. Download and print the permit card and any stamped reviewed attachments.



**ROOF  
PERMITS**

## INSPECTIONS

All permits must be inspected to be closed. Permits will need to be closed if reported to insurance. Call or set inspection through your Accela account. Have your permit card, notice of commencement and other stamped documents on site. The inspector will need to see the documents and sign the permit card.

- **IN-PROGRESS INSPECTION**

In-progress inspections occur during the job. Once the old materials are removed and the new underlayment is installed. Take photos in case the inspector has any questions. Shingles can be laid, inspector will need to see valleys, flashing and at least half the drip edge.

- **FINAL INSPECTION**

Final inspection is performed once the job is complete. The inspector will be able to see the quality of the job from the exterior without getting on the roof. If any issues are noted a closer look might be needed or a failed inspection result. The contractor and owner are responsible for checking the inspection result and having a reinspection if needed. Failure to have inspections will result in Code Enforcement action against the homeowner.

## ADDRESS

120 E Pomelo St.  
Lake Alfred, FL 33850

## CONTACT US

Community Development  
(863)291-5748  
permits@mylakealfred.com  
[www.mylakealfred.com](http://www.mylakealfred.com)

The City of Lake Alfred uses Accela for all Building Permits.

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To apply for permits, create a user account. If you are a Contractor, you will need to submit application for Contractor Registration/Renewal after you create your user account.

