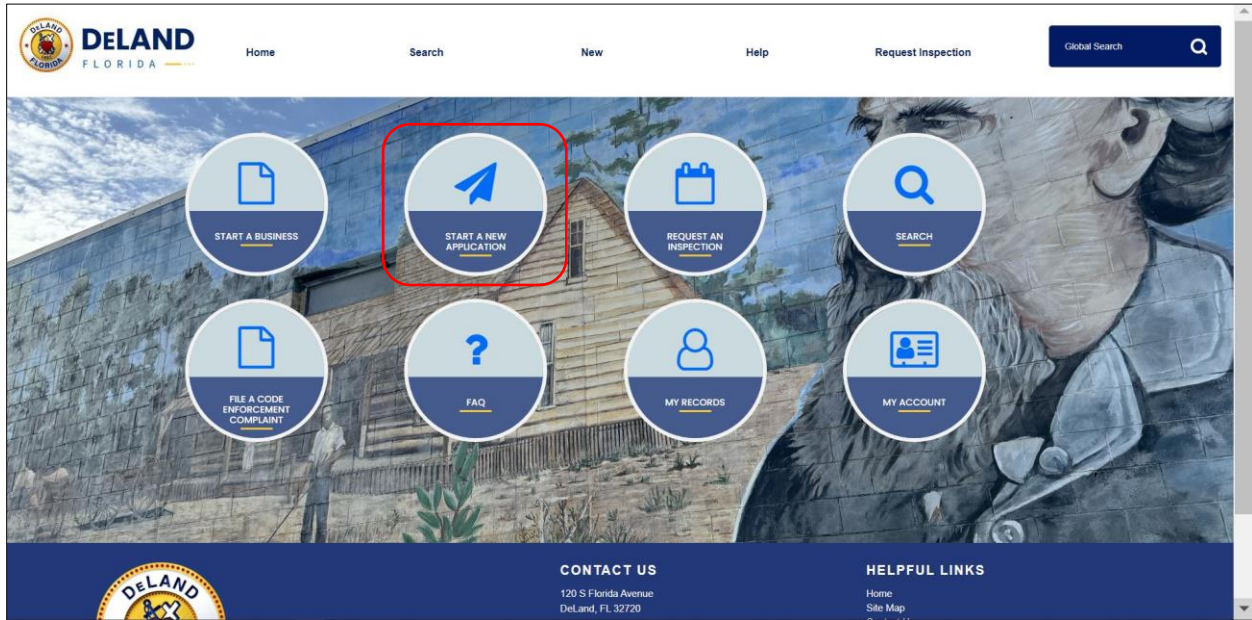




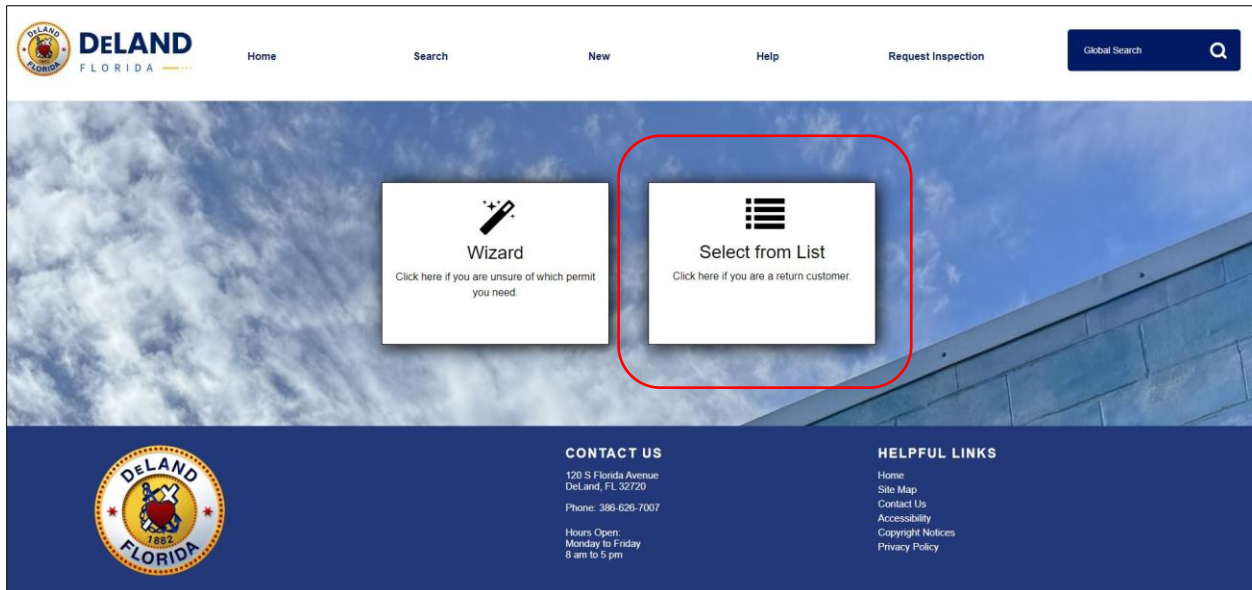
## Creating a Re-Roof Permit Application

Once you have logged in, you will reach the **Home** page under **Dashboard**.

You will then need to select Start a New Application.



You would use the select from list box, then accept the conditions after reading them.





Select **Re-Roof** for the Record Type and click the **Continue Application** tab.

**Select a Record Type**

Choose one of the following available record types.

▼
Search

+ Building

- Accessory Building or Structure
- Building Addition
- Building Renovation
- Demolition
- Electric
- Master Plan Review
- Mechanical
- New Building
- Plumbing
- Reroof
- Revision
- Sign
- Solar Permit
- Townhome Master

If you are the property owner and wish to do the work yourself, click **yes** for the **Owner Builder** tab and click the **Continue Application** tab, you will also need to come into office to have a physical copy of this form signed and notarized for our records.

Please answer all the question associated with the owner builder questionnaire and click the **Continue Application** tab. If not select no for owner/builder.

The screenshot shows the 'New Building' application interface. At the top, there are navigation links: Home, Search, New, Help, Request Inspection, and a Global Search bar. Below the navigation is a progress bar with steps: 1 Owner Builder, 2 Location & People, 3 Permit Detail, 4 Documents, 5 Review, 6, and 7. The 'Owner Builder' step is highlighted. Below the progress bar, the text reads 'Step 1: Owner Builder > Owner Builder'. Underneath is the 'Owner Builder Project Information' section. A question asks 'OWNER BUILDER: Is this project going to be constructed by Licensed Qualifiers or done by owner? To qualify for owner builder status, the following statements must apply completely and be acknowledged as true.' Below this question, there are radio buttons for 'Yes' and 'No'. At the bottom of the form, there are two buttons: 'Save and resume later' and 'Continue Application >'. The footer of the page includes 'CONTACT US' with the address '120 S Florida Avenue' and 'HELPFUL LINKS' with a 'Home' link.

Then you will need to fill out one of the three sections and search for the address and owner info. Once all fields are filled, click on the **Continue Application** tab.



## Step 2: Location & People > Location Information

\* indicates a required field.

### Address

Enter the address of the project location

* Street No.:	Direction:	* Street Name:	Street Type:
<input type="text"/>	--Select--	<input type="text"/>	--Select--
Unit Type:	Unit No.:		
--Select--	<input type="text"/>		
City:	State:	Zip:	Country:
<input type="text"/>	<input type="text"/>	<input type="text"/>	United States

### Parcel

\* Parcel Number:



### Owner

---

The owner information will appear based on the information provided from the Volusia County Property Appraiser's website. For questions regarding updating the ownership information, please contact 386-822-5720.

Owner Name:  [?](#)

Address Line 1:

Address Line 2:

City:  State:  Zip:

Country:

[Continue Application »](#)

The next step will be to fill out your **Contact Information**. The individual who is submitting the application will be the applicant. You would hit select from account, and select the top one, associated contact.

The qualifier will be the license holder for the company. You can look up a contractor by clicking on the **Look Up** tab and filling out the questions that follow. The first qualifier to be selected will be the General Contractor. If any sub-contractors are to be added, simply look up their information after putting in the General Contractors in first.

**Please note that the licensed contractors must be registered with Volusia County in order to receive a permit from the City of DeLand.**

If the Mortgage, Title, Bonding and Architect / Engineering information is applicable, click **yes** and answer the corresponding questions. If the information is not applicable, select no and continue with the application.

Once all information fields are filled, click on the **Continue Application** tab.



## Step 2: Location & People > Contact Information

At least 1 qualifier is required EXCEPT when the Owner is performing the work.

\* indicates a required field

### Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name

Select from Account

Add New

### Additional Contact

Optional

Select from Account

Add New

### Qualifier List

List all licensed contractors working on the proposed project (Owner/Builder exempt from adding a Qualifier)  
To find a Qualifier, click the Look Up button. Please note it is the applicant responsibility to assure a valid contract with attached Qualifier. Please insert the information for the primary contractor taking responsibility for the whole of the project first. Each additional contractor added to the list after the primary will be considered a subcontractor.

Look Up

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Action
No records found.				

### Look Up License

X

License Type:

--Select--

State License Number:

Name of Business:

Look Up

Clear

Discard Changes

The next step is the description of the work to be done. Fill out the all the fields on this page. Be sure to include a detailed description of the work that is to be done. The more info put in will give us a better understanding of the work that is to be done. Also, be sure to include the **Job Value** (total project cost). Once the fields have been filled, click on the **Continue Application** tab.



**Reroof**

1 Owner Builder	2 Location & People	3 Permit Detail	4 Documents	5 Review	6	7
-----------------	---------------------	-----------------	-------------	----------	---	---

**Step 3: Permit Detail > Work Description** \* indicates a required field

---

**Detail Information**

Application Name:  ? The application name is for your record, so name it whatever you would like to make it easier for you to identify.

\* Detailed Description:  ?

The description is your scope of work, please make it short but detailed.

[spell check](#)

---

**Additional Information**

The project cost must include labor and materials. If this is an owner builder application, the cost of labor to hire a contractor must be included in the project cost regardless of whether a contractor has been hired.

\* Job Value(S):

[Continue Application »](#)

The next step is selecting the type of Re-Roof materials and putting in all necessary re-roof information. Be sure to fill out all indicated fields. If a field does not pertain to the type of structure, Leave the field blank. Once all indicated fields have been filled, click on the **Continue Application** tab.

The next step will be attaching all documents needed for the project. This will include your Certificate of Insurance, plans, surveys, NOC over 5,000.00, etc. Be sure to properly assign and label any documents that are to be added. If you need to add a document, click on the **add** tab and select the file from your computer. Be sure to save the documents before trying to add others. Once you have attached and saved all documents, click on the **Continue Application** tab.



Announcements | Logged in as: Jan M Mussori | Collections (0) | Cart (1) | Reports (1) | Account Management | Logout

Search...

Accessory Building or Structure

1	2 Location & People	3 Permit Detail	4 Documents	5 Review	6 Pay Fees	7
---	---------------------	-----------------	-------------	----------	------------	---

Step 4: Documents > Attached Documents \* indicates a required field.

Custom Fields

---

PLAN ROOM ACKNOWLEDGEMENT

I acknowledge that I will upload plans, supporting documentation, and attachments after paying for my application.:

[Continue Application >](#)

The next step is the **Review of the Applications Information** to be submitted. Carefully go over each section and be sure that the information that is being submitted correct. If you see any information that is incorrect, click on the **Edit** tab on the right side of the screen that corresponds with the incorrect information. After you have reviewed all the information. You will read the following

*“I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. If you agree with the statement above, click on the **box under the statement** and then click on*



the continue application tab

Step 5: Review
Save and return form
Record Type
Owner Builder Project Information
Address
Parcel
Owner
Applicant
Qualifier List
Mortgage, Title, Bonding and Architect/ Engineering Info
Detail Information
Additional Information
Re-Roof Information
Custom Fields

CONGRATULATIONS!! You created a Re-Roof application. Please refer to the Making a Payment walk-thru for the steps on paying for your application submittal fee. Once the application submittal fee is payed, the review process of the application will begin.