

Your First Permit

From opening the sign-in page for the first time to holding a reviewed, stamped permit package — every screen you pass through, in order.

30 STEPS ABOUT 25 MINUTES

AN ASPHALT SHINGLE RE-ROOF, WORKED END TO END

HAVE THESE READY BEFORE YOU START

☐ **Your contractor license number**

The number issued to you by the Florida Department of Business and Professional Regulation — the state agency that licenses contractors, usually shortened to DBPR. mePermit accepts certified roofing (CCC) and certified residential (CRC) licenses.

☐ **A copy of your license certificate**

A PDF or a photo. mePermit keeps its own copy because the state register can lag several weeks behind a renewal.

☐ **Your certificate of insurance**

The one-page summary your insurance agent issues, printed on the standard industry form known as an ACORD 25. It must show current general liability and workers' compensation coverage. You will also type in the carrier names, policy numbers and dates.

☐ **A roof plan**

A drawing of the roof showing every area and its slope. A top-view roof image printed as a PDF from the county property appraiser's website is acceptable.

☐ **The property owner's email address**

The owner signs one form before the application can be submitted. Getting their address up front lets them sign while you work.

WHAT THIS GUIDE COVERS

Part 1	Create your account	Steps 1–8
Part 2	Sign in and check your credentials	Steps 9–11
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Part 4	Describe the roof	Steps 17–25
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ABOUT THE PICTURES

Every screen shown here is a real mePermit screen, captured while working through one complete application. The contractor, the license number, the job site, the property owner and the insurance details are invented for the guide. Your own screens will show your details in their place.

Create your account

mePermit establishes who you are before it lets you file anything, so registration asks for more than an email and a password. You do this once.

01

Open mePermit and choose Create New Account

The sign-in page is where everyone starts. You do not have an account yet, so use the **Create New Account** button below the sign-in box.

The screenshot shows the mePermit sign-in interface. At the top, a blue navigation bar contains the mePermit logo and two links: 'Contractor Sign In' and 'New contractor? Create Account'. Below this, a white sign-in card is centered. The card features the mePermit logo and the text 'Automated Building Permit System'. It includes an 'Email Address' input field with the placeholder 'your@email.com', a 'Password' input field with masked characters, a blue 'Sign In' button, a 'Need an account?' link, and a grey 'Create New Account' button.

Fig. 1 The sign-in page. New contractors start with the lower button.

Read the agreement, then accept it

The license agreement opens first. The checkbox underneath stays grayed out until you have scrolled to the end of the text; the bar below the panel shows how far through you are.

When you reach the bottom, check the box and choose

Accepted and Agreed.

mEPERMIT License Agreement Already registered? [Sign In](#)

1 License Agreement — 2 Create Account

mEPERMIT

End User License Agreement

Please read carefully before creating your account.

VERSION 2.0 | EFFECTIVE JULY 2026

Scroll to the bottom to enable acceptance ↓

Use of the mEPERMIT System, as defined herein, is subject to this End User License Agreement ("EULA") and the important legal notices and disclaimers herein. By creating an account to use the mEPERMIT System, you ("End User") accept and agree to all of the terms, conditions and requirements of this EULA. A copy of this EULA is included as part of End User's agreement authorizing the use of the mEPERMIT System.

1. READ CAREFULLY

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS BEFORE PRESSING "ACCEPTED AND AGREED" AT THE END OF THIS AGREEMENT. THIS END-USER LICENSE AGREEMENT ("EULA") IS A LEGAL AGREEMENT BETWEEN YOU (EITHER AN INDIVIDUAL OR A SINGLE ENTITY), THE END USER, AND DIGITAL ROOF SOLUTIONS INC., ITS AFFILIATES, SUBSIDIARIES, SUCCESSORS, AND ASSIGNEES, FOR THE MEPERMIT SYSTEM, AS DEFINED HEREIN. BY INSTALLING, COPYING, ACCESSING OR OTHERWISE USING THE MEPERMIT SYSTEM, YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA. IF YOU DO NOT AGREE TO THE TERMS OF THIS EULA, YOU MAY NOT INSTALL, ACCESS, COPY, DOWNLOAD OR USE THE MEPERMIT SYSTEM. IF YOU DO NOT AGREE, CLICK "DISAGREE/DECLINE." YOU AGREE THAT YOUR USE OF THE MEPERMIT SYSTEM ACKNOWLEDGES THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

☐ I have read, understood, and agree to the mEPERMIT End User License Agreement (Version 2.0)
Scroll to the bottom of the Agreement to enable this checkbox.

Fig. 2 The agreement as it opens. Scroll the panel to the end to unlock the checkbox.

Fig. 3 At the bottom, the checkbox and the accept button become active.

03

Enter your name and license number

Type your first and last name, then your license number. mePermit looks the number up as you type and answers immediately with the license type and whether it is active.

A green line like the one below means the license was found and is in good standing. If the number is not recognized, check for a missing letter or digit — the prefix (CCC or CRC) is part of it.

ME PERMIT

Create Account Already registered? Sign In

✓ License Agreement 2 Create Account

ME PERMIT

Create Your Contractor Account

Register as a contractor to submit building permits

First Name Last Name

Ana Torres

DBPR License Number

CCC9999001

✓ CCC9999001 — Certified Roofing Contractor — active

CCC (Certified Roofing) or CRC (Certified Residential) — verified before account is created

Confirm Qualifier Name

Type qualifier name exactly as listed with DBPR

Type the qualifier name exactly as it appears in the DBPR record above.

Business Zip Code

e.g. 33166

Enter the zip code on file with DBPR for this license.

Proof of Current Contractor License

Drop your license certificate here, or click to browse

PDF or image (JPG, PNG, HEIC) - max 10 MB

Fig. 4 The license is checked the moment you finish typing it.

04

Prove the license is yours

A license number is public information, so mePermit asks two things only the license holder would know, and then asks you to certify them:

- **Qualifier name.** The qualifier is the licensed person who takes legal responsibility for the work. Type the name exactly as the state holds it.
- **Business zip code.** The zip code on file with the state for this license.

Then check the certification. In plain terms it says you are that person and you are authorized to file permit applications.

Fig. 5 Two questions and a certification stand between a public license number and an account.

05

Upload your license certificate

Drag the certificate onto the upload box, or click it to browse. PDF, JPG, PNG and HEIC files are accepted, up to 10 MB.

WHY MEPERMIT ASKS

Florida licenses renew on a two-year cycle ending 31 August, and the state register mePermit reads can trail a renewal by weeks. Your own certificate settles it, so a slow register never interrupts your access.

The screenshot shows a web form with three main sections. The first section is a green-bordered box containing a green checkmark icon and the text: "I certify under penalty of law that I am [Ana M. Torres](#), the DBPR-licensed qualifier of record for this license, and I am authorized to submit building permit applications through the mePermit System." The second section is titled "Proof of Current Contractor License" and contains a green-bordered box with a green checkmark icon, the text "Torres_Roofing_License.pdf", and "2 KB" with a red "x" icon. Below this box is a note: "Florida licenses renew on a two-year cycle ending August 31. Our copy of the DBPR register can trail a recent renewal by several weeks, so we ask for your certificate directly — it keeps your access uninterrupted if the lookup is behind." The third section is titled "Preferred Contact Phone" and contains a green-bordered box with the text "(305) 555-0142".

Fig. 6 The certification, the license upload and your contact phone number.

06

Add your insurance details and certificate

Enter the carrier, policy number, and effective and expiration dates for both general liability and workers' compensation coverage, then upload the certificate itself.

One certificate showing both types of coverage is fine. If your coverage sits with different carriers — workers' compensation through a leasing company, for example — upload either one here and add the other from your account page afterwards.

Preferred Contact Phone

(305) 555-0142

Email Address

ana.torres@example.com

GENERAL LIABILITY INSURANCE

Enter the policy details from your Certificate of Insurance (ACORD 25). Current, unexpired General Liability and Workers Compensation coverage is required before you can start a permit. Keep a copy of your certificate on hand — you can upload it from your account page.

Insurance Carrier

Sunshine State Casualty

Policy Number

GL-4471902

Effective Date

01/01/2026

Expiration Date

01/01/2027

WORKERS COMPENSATION INSURANCE

Insurance Carrier

Gulfstream Compensation Co.

Policy Number

WC-8830254

Effective Date

01/01/2026

Expiration Date

01/01/2027

Certificate of Insurance (ACORD 25)

✓ Torres_Roofing_COI.pdf 3 KB

One certificate showing both General Liability and Workers Compensation is fine. If your coverages sit on separate certificates — for example workers' compensation through a leasing company — upload either one here and add the other from your account page afterwards. If your carrier sends it directly, you can still complete registration now and have them submit it.

Password

Fig. 7 Insurance is typed in and evidenced. Coverage of both kinds is required before you can start a permit.

07

Choose a password and two security questions

The strength meter under the password field updates as you type. The two security questions are how you recover the account if you are locked out, so pick answers you will give the same way in a year's time.

.....

Strong

Confirm Password

.....

PASSWORD RECOVERY

Security Question 1

What is your mother's maiden name? ▾

Answer

Alvarez

Security Question 2

What was the name of your first pet? ▾

Answer

Kingfisher

Create Account

Already have an account?

Sign In

Fig. 8 Password, confirmation and the two recovery questions.

08

Create the account

Press **Create Account**. mePermit re-checks the license and both identity answers on its own server, not just in your browser, then creates the account and takes you to your credentials page.

ONE ACCOUNT PER LICENSE

A license number can be registered once. If mePermit says an account already exists under it, someone at your company has registered already — sign in with that account rather than creating a second one.

Sign in and check your credentials

Everything you file rests on two things being current: your license and your insurance. mePermit shows you both on one page, so you always know where you stand.

09

Sign in

Use the email address and password you just chose. After five wrong attempts the account locks for a while, which is why the security questions matter.

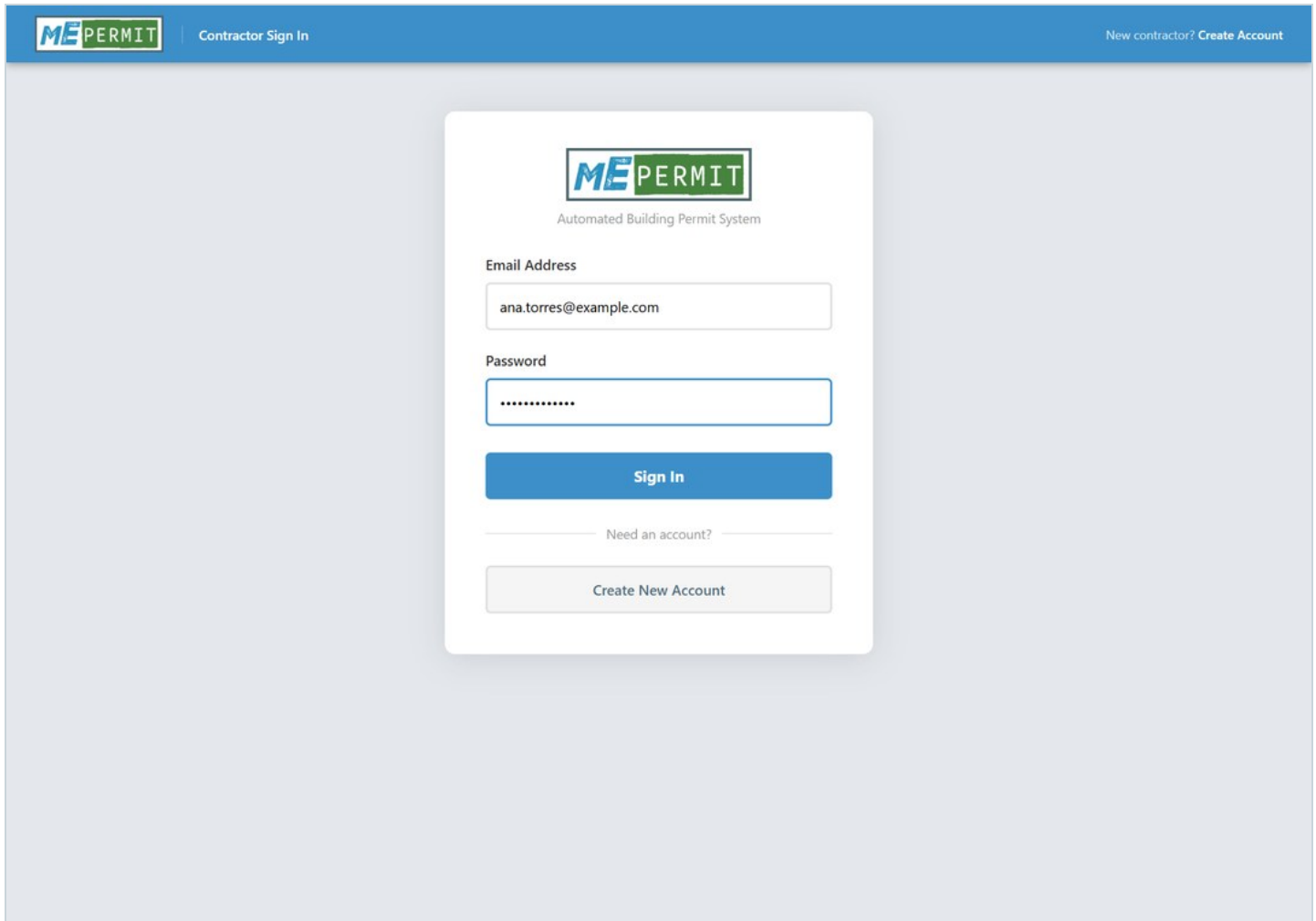
The image shows a web browser window with a blue header. On the left of the header is the 'MEPERMIT' logo, and next to it is the text 'Contractor Sign In'. On the right of the header is the text 'New contractor? Create Account'. The main content area is light gray and contains a white sign-in form. The form has the 'MEPERMIT' logo at the top, followed by the text 'Automated Building Permit System'. Below this are two input fields: 'Email Address' with the value 'ana.torres@example.com' and 'Password' with a masked value '.....'. A blue 'Sign In' button is below the password field. Below the button is a link that says 'Need an account?'. At the bottom of the form is a light gray button that says 'Create New Account'.

Fig. 9 Signing in with the new account.

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Check your credentials page

This page is the record of what mePermit holds for you: your license and its expiration date, your two insurance policies and their dates, and the certificate you uploaded.

Come back here whenever a policy renews or your license is reissued. Uploading a newer document here is what keeps your account able to file — if either credential lapses, mePermit stops new applications until it is replaced.

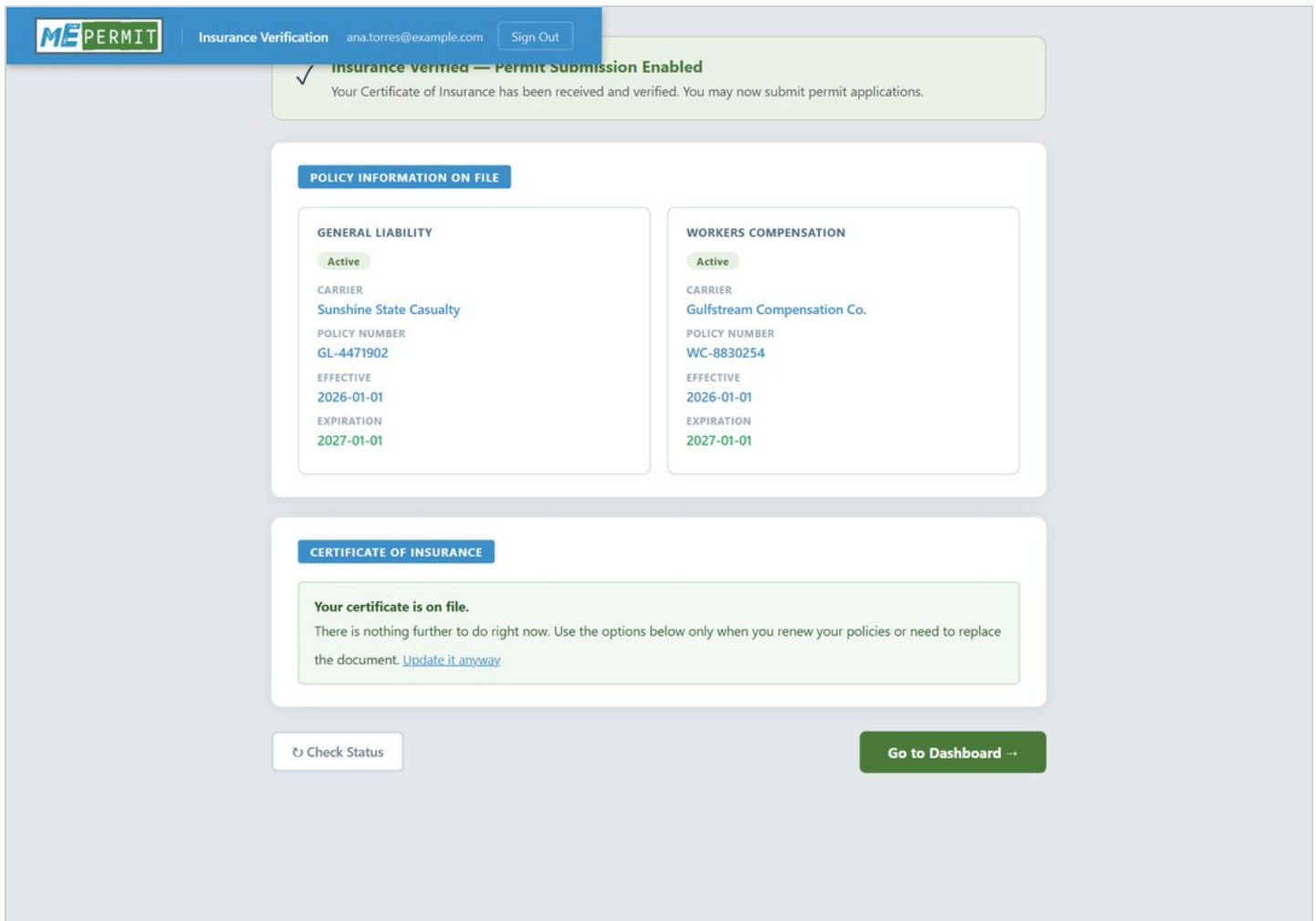


Fig. 10 The credentials page. Green means mePermit has current evidence on file.

11

Arrive at your dashboard

The dashboard lists every application you have, at whatever stage it has reached, and it is where you pick one up again later. A new account starts empty.

Use **Start New Application** to begin.

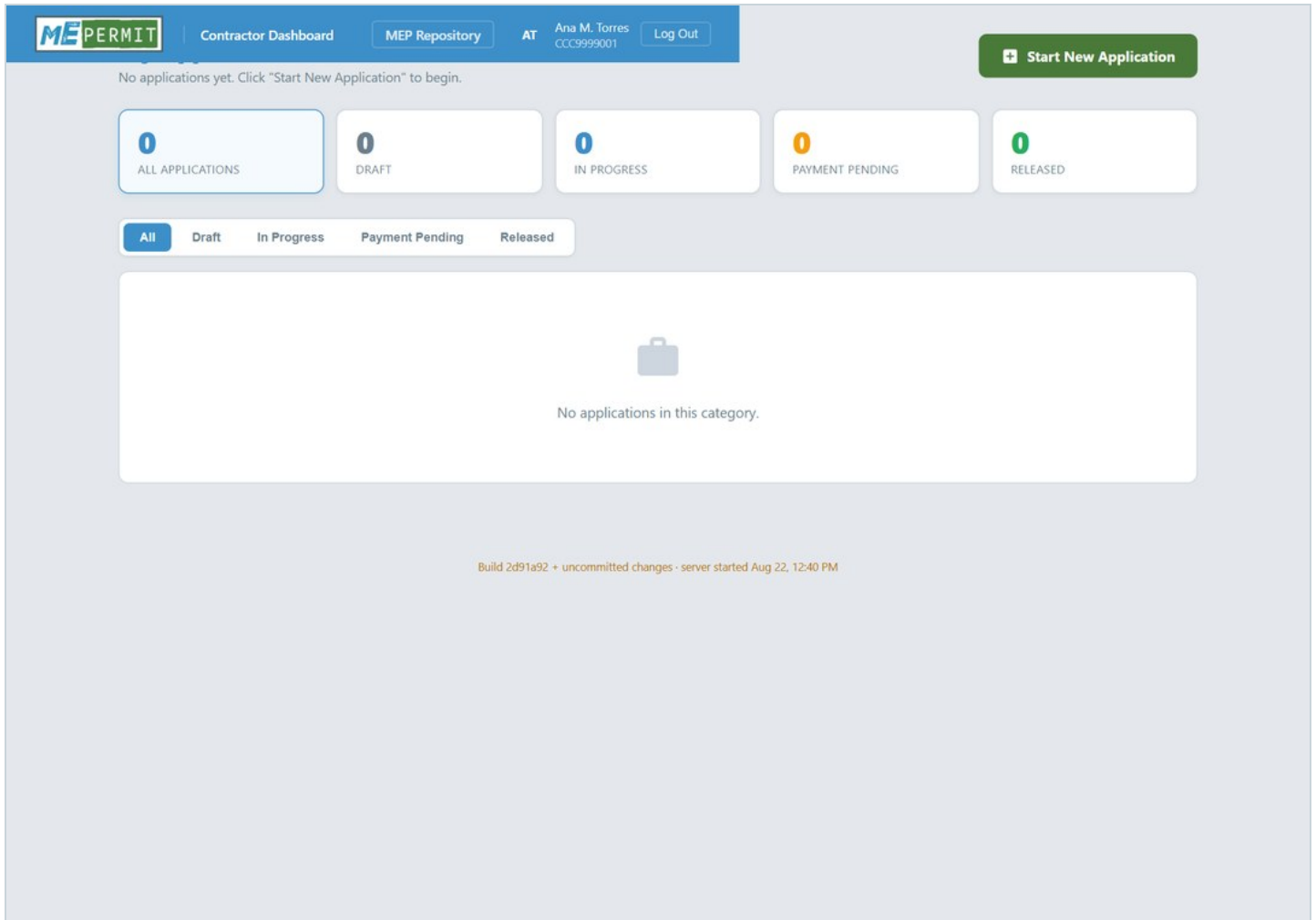


Fig. 11 An empty dashboard, with the button that starts an application.

Start an application

This part settles the questions that shape everything after it: who reviews the job, where the job is, and what kind of roof work it is.

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Choose who reviews the job, and give the owner's email

The first choice on the page is which service you want. A **private provider** is a licensed building code administrator or engineer whom Florida law allows to perform the code compliance review in place of the building department. mePermit works either way:

- **Private provider approved permit documents.** mePermit's private provider reviews your submittal for code compliance and stamps it. \$250.
- **No private provider selected.** mePermit assembles and checks the package, but the building department performs the review on its own timetable. \$150.
- Two further choices cover commercial low-slope work, which is priced separately.

Underneath, enter the property owner's email address. On a private provider job the owner has to sign a **Notice to Building Official** — a short form telling the building department that a private provider was retained. mePermit emails it the moment the application is created, so the owner can sign while you carry on.

MEPERMIT | New Permit Application | AT Ana M. Torres CCC9999001 | Log Out

PRIVATE PROVIDER SERVICE

- ☒ **PP approved permit documents** — the building department performs inspections
- ☐ **PP approved documents and inspections** — the private provider also performs the s.553.791 inspections
- ☐ **PP approved documents and inspections — Commercial Low Slope** — commercial re-roof or new construction under a master permit; the private provider reviews and inspects
- ☐ **PP approved documents — Commercial Low Slope** — the private provider reviews the commercial submittal; the building department performs the inspections
- ☐ **No Private Provider Selected** — the applicant's submittal will be reviewed for compliance with the Florida Building Code (FBC) and its High Velocity Hurricane Zone (HVHZ) requirements
\$250.00 — includes private-provider code-compliance review of the permit documents.

Notice to Building Official (NTBO) — required
A private-provider application requires the **property owner** to sign a Notice to Building Official. Enter their e-mail and we'll send it the moment your application is created, so they can sign while you finish. You can also send it later from the permit page — but the application cannot be submitted until it is signed.

Property Owner's Email — Required for a Private Provider Submittal

owner@example.com

No municipal number is required to start. Your MEP Number is issued when you begin.

Begin Application →

Fig. 12 The service choice, the price attached to each, and the owner's email address.

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Open the project form

Begin Application → reveals the project form. Your company name and license are already filled in from your account.

PRIVATE PROVIDER SERVICE

- ☒ PP approved permit documents — the building department performs inspections
- ☐ PP approved documents and inspections — the private provider also performs the s.553.791 inspections
- ☐ PP approved documents and inspections — Commercial Low Slope — commercial re-roof or new construction under a master permit; the private provider reviews and inspects
- ☐ PP approved documents — Commercial Low Slope — the private provider reviews the commercial submittal; the building department performs the inspections
- ☐ No Private Provider Selected — the applicant's submittal will be reviewed for compliance with the Florida Building Code (FBC) and its High Velocity Hurricane Zone (HVHZ) requirements
- \$250.00 — includes private-provider code-compliance review of the permit documents.

Notice to Building Official (NTBO) — required

A private-provider application requires the **property owner** to sign a Notice to Building Official. Enter their e-mail and we'll send it the moment your application is created, so they can sign while you finish. You can also send it later from the permit page — but the application cannot be submitted until it is signed.

Property Owner's Email — Required for a Private Provider Submittal

owner@example.com

No municipal number is required to start. Your MEP Number is issued when you begin.

STEP 2 — PROJECT INFORMATION

Contractor DBA Name

Torres Roofing LLC

DBPR License (from your account)

CCC9999001 — Ana M. Torres

MPN Number

Assigned by the building department once a jurisdiction relationship is established.

County

Miami-Dade County

Job Address (Miami-Dade County)

e.g. 100 NW 1 Ave

Verify →

Street address only — no city, state, or zip

Municipality

e.g. City of Miami, Unincorporated MDC

Must match the building department processing this permit. Once the address is verified, the Property Appraiser's jurisdiction for that parcel is used and this field is locked.

Master Permit Number

Enter Master Permit if Applicable

Enter to enable New Roof selection

Work Scope

☐ New Roof

☐ Re-roofing

New Roof requires a Master Permit Number

ROOF TYPE

☐ Steep Slope

☐ Low Slope

☐ Mixed

Steep: Tile, Shingle, Metal Panels | Mixed: Both steep & low slope on same structure

Low: BUR, Single Ply, Modified Bitumen, WPR/LAR

SCOPE ATTESTATION

Fig. 13 The project form, opened and waiting.

I attest that this scope of work does not include any structural repairs or alteration during this trade permit project.

☐ Yes, I attest

☐ No

Clear

Start Application

14

Enter the job address and verify it

Choose the county, then type the *street address only* — no city, state or zip — and press **Verify →**.

mePermit asks the county property appraiser about that parcel. On a match it fills in the folio number, the county, the owner of record and the municipality, and locks them. Those values come from the appraiser rather than from typing, which is what keeps the permit tied to the right parcel.

STEP 2 — PROJECT INFORMATION

Contractor DBA Name

Torres Roofing LLC

DBPR License (from your account)

CCC9999001 — Ana M. Torres

MPN Number

Assigned by the building department once a jurisdiction relationship is established.

County

Miami-Dade County

Job Address (Miami-Dade County)

1420 PALM GROVE WAY

Verify →

Street address only — no city, state, or zip

Municipality

e.g. City of Miami, Unincorporated MDC

Must match the building department processing this permit. Once the address is verified, the Property Appraiser's jurisdiction for that parcel is used and this field is locked.

Master Permit Number

Enter Master Permit if Applicable

Enter to enable New Roof selection

Work Scope

☐ New Roof
 ☐ Re-roofing

New Roof requires a Master Permit Number

ROOF TYPE

Fig. 14 Type the street address, then verify it.

Folio Number (Miami-Dade PA)

09-4036-000-0030

County

Miami-Dade

Property Owner (Miami-Dade PA)

CITY OF SOUTH MIAMI

Fig. 15 A match fills in the folio number, county and owner of record for you.

IF NO PROPERTY IS FOUND

New construction, recently split parcels and unusual addresses are sometimes not on file. Check the address first — the most common cause is a city or zip code typed into the box. If it still finds nothing, use

Address entered manually to carry on, then type the folio number, county and property owner yourself on the next page.

The sample job in this guide is a made-up address, so it takes the manual route.

The screenshot shows a web form titled "STEP 2 — PROJECT INFORMATION". The form contains several fields: "Contractor DBA Name" (Torres Roofing LLC), "DBPR License" (CCC9999001 — Ana M. Torres), "MPN Number" (empty), "County" (Miami-Dade County), "Job Address" (1420 PALM GROVE WAY), "Municipality" (e.g. City of Miami, Unincorporated MDC), "Master Permit Number" (Enter Master Permit if Applicable), and "Work Scope" (New Roof, Re-roofing). The "Job Address" field is highlighted with a blue border. Below the "Job Address" field, there is a message: "X No property found. Enter street address only — no city, state, or zip (e.g., 100 NW 1 Ave)." and a button "Verify →". Below this message, there is a yellow box with the text "I, Address entered manually — click here to continue without PA verification".

Fig. 16 No match: the manual route appears directly beneath the message.

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Describe the work

Four things finish the form:

- **Work scope.** Re-roofing, or new roof. New roof requires a master permit number, so it stays locked until you enter one.
- **Roof type.** Steep slope, low slope, or both. This decides which roof systems you are offered later.
- **Roof area** in square feet.
- **Structural attestation.** A yes or no answer about the structure.

PRIVATE PROVIDER SERVICE

- ☒ PP approved permit documents — the building department performs inspections
- ☐ PP approved documents and inspections — the private provider also performs the s.553.791 inspections
- ☐ PP approved documents and inspections — Commercial Low Slope — commercial re-roof or new construction under a master permit; the private provider reviews and inspects
- ☐ PP approved documents — Commercial Low Slope — the private provider reviews the commercial submittal; the building department performs the inspections
- ☐ No Private Provider Selected — the applicant's submittal will be reviewed for compliance with the Florida Building Code (FBC) and its High Velocity Hurricane Zone (HVHZ) requirements
- \$250.00 — includes private-provider code-compliance review of the permit documents.

Notice to Building Official (NTBO) — required

A private-provider application requires the **property owner** to sign a Notice to Building Official. Enter their e-mail and we'll send it the moment your application is created, so they can sign while you finish. You can also send it later from the permit page — but the application cannot be submitted until it is signed.

Property Owner's Email — Required for a Private Provider Submittal

No municipal number is required to start. Your MEP Number is issued when you begin.

STEP 2 — PROJECT INFORMATION

Contractor DBA Name

DBPR License (from your account)

MPN Number

Assigned by the building department once a jurisdiction relationship is established.

County

Job Address (Miami-Dade County)

[Verify →](#)

Street address only — no city, state, or zip

X No property found. Enter street address only — no city, state, or zip (e.g., 100 NW 1 Ave).

I Address entered manually — [click here to continue without PA verification](#)

Municipality

Must match the building department processing this permit. Once the address is verified, the Property Appraiser's jurisdiction for that parcel is used and this field is locked.

Master Permit Number

Enter to enable New Roof selection

Work Scope

☐ New Roof☒ Re-roofing

New Roof requires a Master Permit Number

ROOF TYPE

☒ Steep Slope☐ Low Slope☐ Mixed

Steep: Tile, Shingle, Metal Panels | Mixed: Both steep & low slope on same structure
Low: BUR, Single Ply, Modified Bitumen, WPR/LAR

Fig. 17 The completed project form for the sample job.

ROOF AREA

Steep Slope Area (ft²)

2280

SCOPE ATTESTATION

I attest that this scope of work does not include any structural repairs or alteration during this trade permit project.

☒ Yes, I attest ☐ No

Clear Start Application

16

Start the application and note your number

Press **Start Application**. mePermit creates the application and issues an **MEP number** — the reference for this job from now on, in the form **20260822-G85YEH**. It also confirms that the owner's notice has been emailed.

The page then lists the documents required at submittal and gives you a box to drop them in. You can add them here or later from the permit page.



New Permit Application

AT

Ana M. Torres
CCC9999001

Log Out

Your MEP Number: **20260822-G85YEH**
Upload your supporting documents below, then continue.

✓ The owner's notice was e-mailed to **owner@example.com**. They can sign it without an account; you can track it on the permit page.

REQUIRED AT PERMIT SUBMITTAL

- Completed Municipal Building Permit Application
- Completed Miami-Dade County Owner's Notification form for Roofing Considerations
- Current property elevation certificate *(if required by AHJ)*
- Roof plan showing all roof areas, including steep slope and low roof slope sections *A PDF top view roof image from the County Property Appraiser's website is acceptable.*
- Roof to Wall Connection — Exemption Form *(if applicable)*

UPLOAD SUPPORTING DOCUMENTS

Drag & drop PDF, JPG, or PNG here, or click to browse
Permit app - Owner notification - Elevation cert - Roof plan — multiple files allowed, max 20 MB each

Continue to General Information →

Fig. 18 The application number, confirmation that the owner's notice went out, and the document checklist.

Describe the roof

Five pages in sequence: which roof systems you are installing, the general information sheet, the roof plan, anything else the job needs carried with it, and then a worksheet for each system. The worksheet is where the code compliance work actually happens.

17

Choose your roof system or systems

Pick every system going on this roof. Only the systems that suit the roof type you declared are offered; a card marked unavailable is a system mePermit has not opened yet.

Choosing more than one is normal on a mixed roof, and you get a worksheet for each. The sample job is a single system: asphalt shingles.

MEPERMIT

Select Roof Systems

AT

Ana M. Torres
CCC9999001

Log Out

Permit ID
20260822-G85YEH

Roof Type
steep slope

1

Select Your Systems

System E

☐

Roof Tile — System E. Applicable to mechanically fastened and adhesive-set tile systems per NOA.

Steep Slope

System F

☐

Roof Tile — System F. Applicable to adhesive-set and mechanically fastened tile systems per NOA.

Steep Slope

30-90

☐

Roof Tile — 30/90 Prescriptive Method. Applicable to mechanically fastened and adhered tile systems per HVHZ prescriptive rules.

Steep Slope

Shingle

☐

Asphalt Shingle System (Steep Slope)

Steep Slope

Metal Panel

☐

Metal Roof Panels — Steep Slope (HVHZ, RAS-127-20)

Steep Slope

Selected Systems

No systems selected yet

Back

Continue to Systems

Fig. 19 The roof systems available for a steep-slope job.

mePERMIT Select Roof Systems AT Ana M. Torres CCC9999001 Log Out

Permit ID 20260822-G85YEh Roof Type steep slope

1 Select Your Systems

System E ☐
Roof Tile — System E. Applicable to mechanically fastened and adhesive-set tile systems per NOA.
Steep Slope

System F ☐
Roof Tile — System F. Applicable to adhesive-set and mechanically fastened tile systems per NOA.
Steep Slope

30-90 ☐
Roof Tile — 30/90 Prescriptive Method. Applicable to mechanically fastened and adhered tile systems per HVHZ prescriptive rules.
Steep Slope

Shingle ☒
Asphalt Shingle System (Steep Slope)
Steep Slope

Metal Panel ☐
Metal Roof Panels — Steep Slope (HVHZ, RAS-127-20)
Steep Slope

Selected Systems
Shingle

Back Continue to Systems

Fig. 20 Shingle selected. The button at the foot of the page confirms the choice.

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Complete the General Information page

Most of this page is already filled from what you have entered. Two fields usually still need you:

- **Folio number**, if the address lookup did not supply it. This is the parcel number the county property appraiser uses. So do the county and property owner fields.
- **Estimated cost of work.**

Read the checklist at the foot of the page before you leave it. It lists the documents the inspector will expect on site — the recorded notice of commencement, the product approvals, the fire listing, the affidavits — and it is tailored to the systems you selected.



HVHZ mEPermit General Information Page

v1.7 — May 13, 2026

Editing application 20260822-G85YEH · Miami · Private provider

MASTER PERMIT NUMBER (when applicable)

MEP NUMBER

MPN NUMBER

20260822-G85YEH

CONTRACTOR DBA NAME

Torres Roofing LLC

JOB ADDRESS

1420 PALM GROVE WAY

MUNICIPALITY

Miami

FOLIO NUMBER

COUNTY

PROPERTY OWNER

Address not verified against the Property Appraiser — enter the folio, county and owner from the deed or tax record.

ROOF TYPE

Steep Slope — Asphalt Shingles

☐ New Roof

☒ Re-roofing

ROOF AREA

STEEP SLOPED AREA

2280

ft²

TOTAL AREA

2280

ft²

ESTIMATED COST OF WORK

\$ e.g. 25,000

REQUIRED DOCUMENTS CHECKLIST

REQUIRED AT FIRST INSPECTION

- Recorded copy of the Notice of Commencement
- Current MDC NOA(s) for the applicable roof system(s) or materials
For Low Slope Roofs: Provide Page 1, the Low Slope Assembly specification page(s), and the limitation page(s).
- Current Class "A" fire listing page for the proposed Roofing Assembly (if applicable)
- Appliance Flue Vent Compliance form
- Decking Attachment — Affidavit of Compliance
- Roof to Wall Connection — Affidavit of Compliance

Reset Page

Continue to Roof Plan »

Fig. 21 The page as it opens, carrying everything already known about the job.



HVHZ mEPermit General Information Page

v1.7 — May 13, 2026

Editing application 20260822-G85YEH · Miami · Private provider

MASTER PERMIT NUMBER (when applicable)

MEP NUMBER

MPN NUMBER

20260822-G85YEH

CONTRACTOR DBA NAME

Torres Roofing LLC

JOB ADDRESS

1420 PALM GROVE WAY

MUNICIPALITY

Miami

FOLIO NUMBER

30-5012-345-6780

COUNTY

Miami-Dade

PROPERTY OWNER

Robert Sample

Address not verified against the Property Appraiser — enter the folio, county and owner from the deed or tax record.

ROOF TYPE

Steep Slope — Asphalt Shingles

☐ New Roof

☒ Re-roofing

ROOF AREA

STEEP SLOPED AREA

2280 ft²

TOTAL AREA

2280 ft²

ESTIMATED COST OF WORK

\$ 24,500

REQUIRED DOCUMENTS CHECKLIST

REQUIRED AT FIRST INSPECTION

- Recorded copy of the Notice of Commencement
- Current MDC NOA(s) for the applicable roof system(s) or materials
For Low Slope Roofs: Provide Page 1, the Low Slope Assembly specification page(s), and the limitation page(s).
- Current Class "A" fire listing page for the proposed Roofing Assembly (if applicable)
- Appliance Flue Vent Compliance form
- Decking Attachment — Affidavit of Compliance
- Roof to Wall Connection — Affidavit of Compliance

Reset Page

Continue to Roof Plan »

Fig. 22 The two fields filled in, and the document checklist below.

19

Attach the roof plan

Drop the roof plan onto the page, or click to browse. PDFs and images are both fine, and the page shows you what it received so you can confirm it is the right drawing and the right way up.

Then press **Submit**.



JOB ADDRESS

1420 PALM GROVE WAY

MPN NUMBER

N/A



Drop Roof Plan Here

Drag a local file or drop an image / PDF from a web page

A top view from the MDC Property Appraiser's website is acceptable

PDF

PNG

JPG

GIF

BMP

WEBP

[← Back to General Information Page](#)

[Add / Replace Plan](#)

[Submit](#)

Fig. 23 The roof plan page, waiting for a drawing.

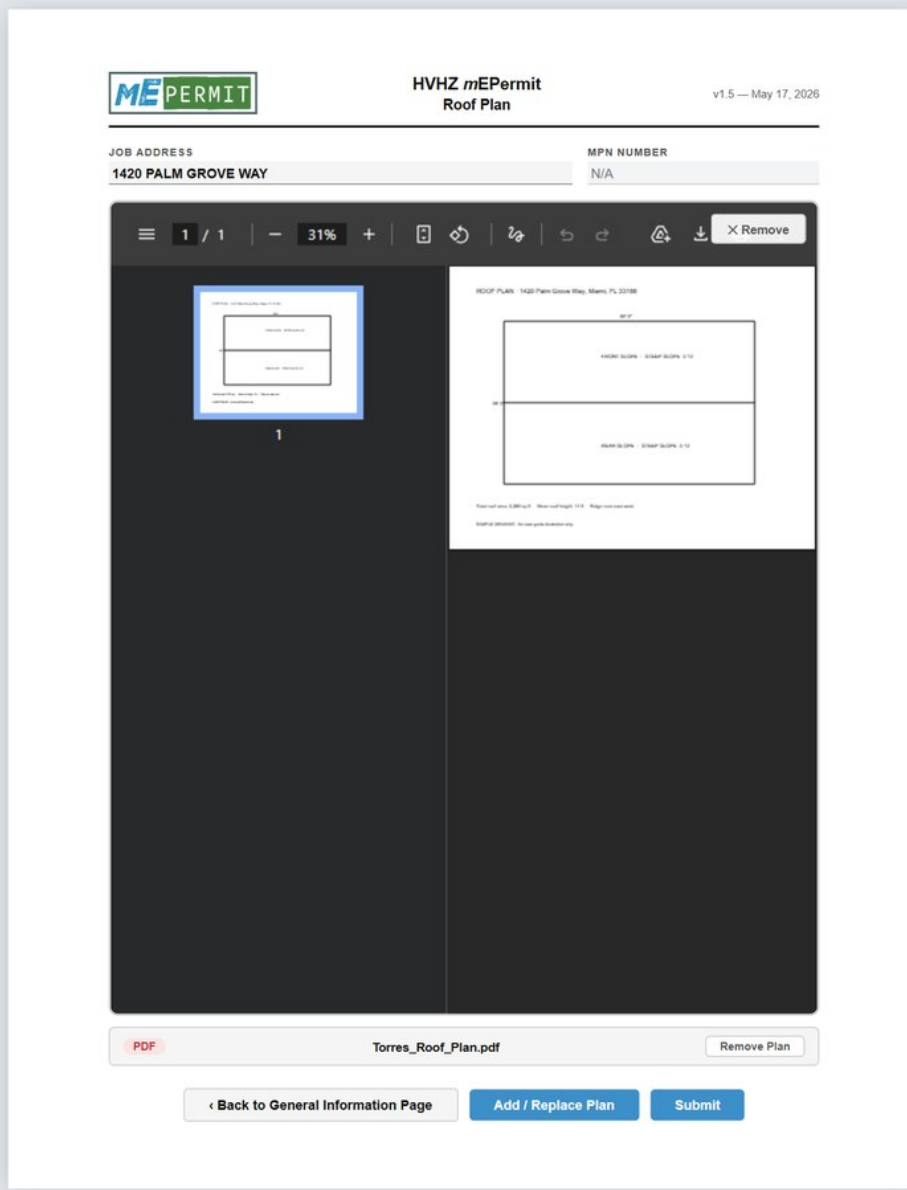


Fig. 24 The plan attached and previewed, ready to submit.

20

Add anything else the job needs carried with it

The next page takes the documents no other page asks for: a fire listing, an assembly detail, a manufacturer's letter, a field report. Drop in as many as apply — each is carried with the permit as reference material, exactly as you supplied it.

The page is optional. A permit with nothing on it is a complete permit, and **Continue** takes you on either way. Anything you do add can be removed again before you submit.



HVHZ mEPermit Supplemental Documents

v1.0 — Sep 2, 2026

JOB ADDRESS

1420 PALM GROVE WAY

MPN NUMBER

N/A

Anything the job needs carried with the permit that no other page asks for — **fire listings, assembly details**, a manufacturer letter, a field report. Add as many as apply. **This page is optional:** a permit with no supplemental document is a complete permit.



Drop Supplemental Documents Here

Drag one or more files, or click to choose them

Each is added to the permit as reference material

PDF

PNG

JPG

GIF

BMP

WEBP

DOCUMENTS ADDED

None yet — this page may be left empty.

◀ Back to Roof Plan

Add Documents

Continue

Fig. 25 The Supplemental Documents page, waiting for anything the job needs carried with it.

21

The worksheet opens

mePermit now opens the worksheet for your system — here, the asphalt shingle form. Your contractor name, municipality, application number, job address and roof area are already carried across.

Look at the red list near the bottom. That is every field still needed, and it shrinks as you work. The submit button stays inactive until the list is empty, so you cannot file a half-finished worksheet by accident.

Start at the top: choose **Yes I Agree** on the compliance statement, and check **Re-Roof** or **New Construction**.



HVHZ Asphalt Shingle Roof Permit Form

v2.23 • May 19, 2026

The Shingle roof system and its components shall be installed in strict compliance with the High Velocity Hurricane Zone portions of Chapter 15 Florida Building Code; and the HVHZ Roof Application Standards — RAS 111 & 115, and the submitted Miami-Dade County NOA(s). This document constitutes a deemed-to-comply submittal under the HVHZ provisions of the FBC.

☐ Yes I Agree ☐ No

CONTRACTOR & JOB INFORMATION

CONTRACTOR DBA
Torres Roofing LLC

MUNICIPALITY
Miami

MEP NUMBER
20260822-G85YEH

MPN NUMBER

JOB ADDRESS
1420 PALM GROVE WAY

Scope of Work: ☐ New Construction ☐ Re-Roof

ROOF SPECIFICATIONS

ROOF AREA (SQ FT)
2280

ROOF SLOPE
e.g. 4:12

MEAN ROOF HEIGHT (FT)

DECK & DRIP EDGE

DECK TYPE
Select deck type...

DRIP EDGE MATERIAL
Select material...

DRIP EDGE SIZE
Select size...

UNDERLAYMENT / BASE SHEET

Enter roof slope above to enable underlayment selection.

☐ S/A Membrane (Direct Deck) ☐ ASTM #30 ☐ Fastened UDL NOA

SHINGLE NOA

SHINGLE NOA LOOKUP
Search Shingle NOA number or applicant...

SHINGLE NOA
SHINGLE MATERIAL

SHINGLE APPLICANT

SHINGLE DESCRIPTION

- Scope of Work — select New Construction or Re-Roof
- Compliance acknowledgment — select "Yes I Agree"
- Contractor DBA
- Municipality
- Job Address
- Roof Area
- Roof Slope
- Mean Roof Height
- Deck Type
- Drip Edge Material
- Drip Edge Size
- Underlayment System — select Fastened or Self-Adhered above
- Shingle NOA — search and select a shingle product above

↺ Use Reset if you need to change your selections or start over

Reset Form

Fig. 26 The blank worksheet. The red list is the work remaining.

Enter the roof numbers

Three numbers describe the roof:

- **Roof area** in square feet.
- **Roof slope**, written as a ratio such as **5:12**. Asphalt shingles are accepted between 2:12 and 12:12; outside that, mePermit tells you so rather than letting the application proceed.
- **Mean roof height** in feet, between 10 and 33 for this system.

The slope you enter unlocks the underlayment choices further down, because which underlayments are permitted depends on it.

ME PERMIT **HVHZ Asphalt Shingle Roof Permit Form**
v2.23 - May 19, 2026

The Shingle roof system and its components shall be installed in strict compliance with the High Velocity Hurricane Zone portions of Chapter 15 Florida Building Code; and the HVHZ Roof Application Standards — RAS 111 & 115, and the submitted Miami-Dade County NOA(s). This document constitutes a deemed-to-comply submittal under the HVHZ provisions of the FBC.

☒ Yes I Agree ☐ No

CONTRACTOR & JOB INFORMATION

CONTRACTOR DBA: Torres Roofing LLC MUNICIPALITY: Miami

MEP NUMBER: 20260822-G85YEH MPN NUMBER:

JOB ADDRESS: 1420 PALM GROVE WAY

Scope of Work: ☐ New Construction ☒ Re-Roof

ROOF SPECIFICATIONS

ROOF AREA (SQ FT)	ROOF SLOPE	MEAN ROOF HEIGHT (FT)
2280	5:12	14

DECK & DRIP EDGE

DECK TYPE: Select deck type...

DRIP EDGE MATERIAL: Select material... DRIP EDGE SIZE: Select size...

UNDERLAYMENT / BASE SHEET

Slope > 4/12 — 1-ply underlayment allowed.

☐ S/A Membrane (Direct Deck) ☐ 1 Ply ASTM #30 ☐ 1 Ply Fastened UDL / NOA Required

SHINGLE NOA

SHINGLE NOA LOOKUP: Search Shingle NOA number or applicant...

Fig. 27 Area, slope and mean roof height. The green hint confirms the slope is within range.

Choose the deck and the drip edge

Each of these is a menu of the options the code actually allows — you are choosing from published values rather than typing a description. Deck type first, then drip edge material, and then the size, which narrows to the sizes made in the material you picked.

ME PERMIT **HVHZ Asphalt Shingle Roof Permit Form**
V2.23 • May 19, 2026

The Shingle roof system and its components shall be installed in strict compliance with the High Velocity Hurricane Zone portions of Chapter 15 Florida Building Code; and the HVHZ Roof Application Standards — RAS 111 & 115, and the submitted Miami-Dade County NOA(s). This document constitutes a deemed-to-comply submittal under the HVHZ provisions of the FBC.

☒ Yes I Agree ☐ No

CONTRACTOR & JOB INFORMATION

CONTRACTOR DBA: Torres Roofing LLC MUNICIPALITY: Miami

MEP NUMBER: 20260822-G85YEH MPN NUMBER:

JOB ADDRESS: 1420 PALM GROVE WAY

Scope of Work: ☐ New Construction ☒ Re-Roof

ROOF SPECIFICATIONS

ROOF AREA (SQ FT): 2280 ROOF SLOPE: 5:12 MEAN ROOF HEIGHT (FT): 14

DECK & DRIP EDGE

DECK TYPE
Select deck type...

- 1" x 6" T & G (Tongue & Groove)
- 1" x 8" T & G (Tongue & Groove)
- 1" x 4" T & G (Tongue & Groove)
- 2" x 6" T & G (Tongue & Groove)
- Existing 15/32" Plywood
- 19/32" CDX Plywood

SHINGLE NOA

SHINGLE NOA LOOKUP
Search Shingle NOA number or applicant...

Fig. 28 The deck menu, listing the accepted deck types.

Select the underlayment and the shingle

Materials on a roof in Miami-Dade or Broward — the two counties that make up the **High-Velocity Hurricane Zone** — must be covered by a current **Notice of Acceptance**, the county's product approval document, usually just called an NOA. mePermit holds them all and you search rather than type.

Pick your underlayment method, then type a manufacturer name or an approval number in the search box and click the product in the list. Each result is badged **Active** or **Superseded**, and expired approvals are not offered at all. Selecting one fills in the material, the applicant and the description for you.

Do the same in the shingle section for the shingle itself.

ME PERMIT HVHZ Asphalt Shingle Roof Permit Form
v2.23 - May 19, 2026

The Shingle roof system and its components shall be installed in strict compliance with the High Velocity Hurricane Zone portions of Chapter 15 Florida Building Code; and the HVHZ Roof Application Standards — RAS 111 & 115, and the submitted Miami-Dade County NOA(s). This document constitutes a deemed-to-comply submittal under the HVHZ provisions of the FBC.

☒ Yes I Agree ☐ No

CONTRACTOR & JOB INFORMATION

CONTRACTOR DBA: Torres Roofing LLC MUNICIPALITY: Miami

MEP NUMBER: 20260822-G85YEH MPN NUMBER:

JOB ADDRESS: 1420 PALM GROVE WAY

Scope of Work: ☐ New Construction ☒ Re-Roof

ROOF SPECIFICATIONS

ROOF AREA (SQ FT): 2280 ROOF SLOPE: 5:12 MEAN ROOF HEIGHT (FT): 14

DECK & DRIP EDGE

DECK TYPE: 1" x 6" T & G (Tongue & Groove)

DRIP EDGE MATERIAL: Galvanized Steel DRIP EDGE SIZE: 2" Face 26 Ga.

UNDERLAYMENT / BASE SHEET

Slope > 4/12 — S/A membrane applied direct to deck.

☒ S/A Membrane (Direct Deck) ☐ 1 Ply ASTM #30 ☐ 1 Ply Fastened UDL / NOA Required

Self Adhered (S/A) Underlayment adhered directly to a wood deck.

S/A UNDERLAYMENT NOA LOOKUP: Polyglass

Fig. 29 Searching the approvals by manufacturer. Each result carries its current status.

25

Submit the worksheet

With the red list empty, the button at the foot of the page turns into **Submit**. Press it and the worksheet is recorded against your application.

If you selected more than one roof system, the next worksheet opens now, and this repeats until they are all done.



HVHZ Asphalt Shingle Roof Permit Form

v2.23 • May 19, 2026

The Shingle roof system and its components shall be installed in strict compliance with the High Velocity Hurricane Zone portions of Chapter 15 Florida Building Code; and the HVHZ Roof Application Standards — RAS 111 & 115, and the submitted Miami-Dade County NOA(s). This document constitutes a deemed-to-comply submittal under the HVHZ provisions of the FBC.

☒ Yes I Agree ☐ No

CONTRACTOR & JOB INFORMATION

CONTRACTOR DBA
Torres Roofing LLC

MUNICIPALITY
Miami

MEP NUMBER
20260822-G85YEH

MPN NUMBER

JOB ADDRESS
1420 PALM GROVE WAY

Scope of Work: ☐ New Construction ☒ Re-Roof

ROOF SPECIFICATIONS

ROOF AREA (SQ FT)
2280

ROOF SLOPE
5:12

MEAN ROOF HEIGHT (FT)
14

DECK & DRIP EDGE

DECK TYPE
1" x 6" T & G (Tongue & Groove)

DRIP EDGE MATERIAL
Galvanized Steel

DRIP EDGE SIZE
2" Face 26 Ga.

UNDERLAYMENT / BASE SHEET

Slope > 4/12 — S/A membrane applied direct to deck.

☒ S/A Membrane (Direct Deck) ☐ 1 Ply ASTM #30 ☐ 1 Ply Fastened UDL / NOA Required

Self Adhered (S/A) Underlayment adhered directly to a wood deck.

S/A UNDERLAYMENT NOA LOOKUP

Polyglass

NOA 25-0121.12 — Active · Expires 2027-09-13

S/A UNDERLAYMENT NOA
25-0121.12

S/A MATERIAL
SBS

S/A APPLICANT
PolyGlass USA

S/A UNDERLAYMENT DESCRIPTION
Polystick: IR-Xe, MTS Plus, TU Max, TU Plus, or XFR

SHINGLE NOA

SHINGLE NOA LOOKUP

GAF

NOA 21-1209.02 — Active · Expires 2027-03-08

SHINGLE NOA
21-1209.02

SHINGLE MATERIAL
Laminate

SHINGLE APPLICANT
GAF

SHINGLE DESCRIPTION
Slatline Shingles

Submit

↶ Use Reset if you need to change your selections or start over

Reset Form

Fig. 30 A finished worksheet: every selection made, nothing outstanding.

Sign, pay and receive the permit

Three things stand between a finished application and a stamped package: the owner's signature, your review of the whole submittal, and payment.

26

Review the whole application

The review page gathers everything in one place: the job details, each roof system and its status, the documents you uploaded, and the state of the owner's notice. Read it as the building department will.

If the owner has not signed yet, the page says so plainly and will not let you submit. That is the one thing you cannot do for them.

MEPERMIT

Review & Confirm

AT

Ana M. Torres
CCC9999001

Log Out

1

Permit Information

Permit ID
20260822-G85YEH

Contractor
Ana Torres

Roof Type
steep slope

Created
8/22/2026

Status
in progress

2

Selected Systems & Progress

Shingle

Status: Submitted

0 files

Complete

3

Uploaded Documents

ROOF_PLAN

Torres_Roof_Plan.pdf - 2 KB

4

Notice to Building Official (NTBO) — s.553.791(4)

Required — not yet signed. A signing link is live for [owner@example.com](#), sent Aug 22. A completed NTBO must accompany a private-provider application. Send it to the property owner from [the permit page](#). Until it is signed, your package will show the NTBO as not enclosed.

✓ All modules complete

Your application is ready to submit for approval.

Back

Submit for Approval

Fig. 31 The review page, with each part of the submittal accounted for.

Fig. 32 Submitting before the owner has signed is refused, and the reason is named.

27

What the property owner receives

The owner gets an email with a link. It opens the notice with no account and no password — the link itself is the authorisation, it is good for one property, and it expires.

The page shows them the project, the private provider and their license, and what they are acknowledging. They type their legal name, say whether they are signing as the owner or as the owner's contractor, choose an individual or corporate signature block, add their contact details, check the consent box, and sign.

Their name, the date, their network address and browser are recorded with the signature. If they would rather sign on paper, you can download the notice pre-filled from the permit page and have them sign it by hand.

Notice to Building Official of Use of Private Provider

Rule 61G20-2.005, F.A.C.

Project	1420 PALM GROVE WAY
Parcel Tax ID	30-5012-345-6780
Owner of record	Robert Sample
Services	Plans Review
Private Provider Firm	FLORIDA BUILDING CODE CONSULTING SERVICES LLC
Private Provider	Vince F. Seijas
Licence / Certificate #	BU2022

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, or within 2 business days before the next scheduled inspection, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, firesafety, land use, environmental or other codes.

If the property above is not yours — or you do not represent the owner of record — do not sign. Contact the contractor who sent you this link. The owner of record shown is what the Property Appraiser holds today, so it may lag a recent sale, or name a trust or company rather than you personally; that is normal and you may still be the right person to sign.

Your full legal name (as it should appear on the notice)

Full legal name

I am signing as

- ☐ The fee owner (property owner)
☐ The fee owner's contractor

Signature block

- ☐ Individual
☐ Corporation

Address (line 1)

Address (line 2)

Telephone

Email address

- ☐ I have read the acknowledgment above and I intend to sign it electronically. I understand my electronic signature has the same legal effect as a handwritten one under the Uniform Electronic Transaction Act, s. 668.50, Florida Statutes.

Sign the notice

Your name, the date, your IP address and browser are recorded with the signature as proof it was made by you. Prefer to sign on paper? Ask your contractor for the printable copy.

Fig. 33 The notice as the property owner sees it.

Notice to Building Official of Use of Private Provider

Rule 61G20-2.005, F.A.C.

Project	1420 PALM GROVE WAY
Parcel Tax ID	30-5012-345-6780
Owner of record	Robert Sample
Services	Plans Review
Private Provider Firm	FLORIDA BUILDING CODE CONSULTING SERVICES LLC
Private Provider	Vince F. Seijas
Licence / Certificate #	BU2022

I have elected to use one or more private providers to provide building code plans review and/or inspection services on the building or structure that is the subject of the enclosed permit application, as authorized by s. 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local building official, and their building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code inspection services with respect to the building or structure that is the subject of the enclosed permit application.

I understand the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by s. 553.791, Florida Statutes. If I make any changes to the listed private providers or the services to be provided by those private providers, I shall, within 1 business day after any change, or within 2 business days before the next scheduled inspection, update this notice to reflect such changes. The building plans review and/or inspection services provided by the private provider is limited to building code compliance and does not include review for fire prevention, firesafety, land use, environmental or other codes.

If the property above is not yours — or you do not represent the owner of record — do not sign. Contact the contractor who sent you this link. The owner of record shown is what the Property Appraiser holds today, so it may lag a recent sale, or name a trust or company rather than you personally; that is normal and you may still be the right person to sign.

Your full legal name (as it should appear on the notice)

Robert Sample

I am signing as

- ☒ The fee owner (property owner)
☐ The fee owner's contractor

Signature block

- ☒ Individual
☐ Corporation

Address (line 1)

1420 Palm Grove Way

Address (line 2)

Miami, FL 33186

Telephone

(305) 555-0164

Email address

owner@example.com

☒ I have read the acknowledgment above and I intend to sign it electronically. I understand my electronic signature has the same legal effect as a handwritten one under the Uniform Electronic Transaction Act, s. 668.50, Florida Statutes.

Sign the notice

Your name, the date, your IP address and browser are recorded with the signature as proof it was made by you. Prefer to sign on paper? Ask your contractor for the printable copy.

Fig. 34 Completed and consented, ready to sign.

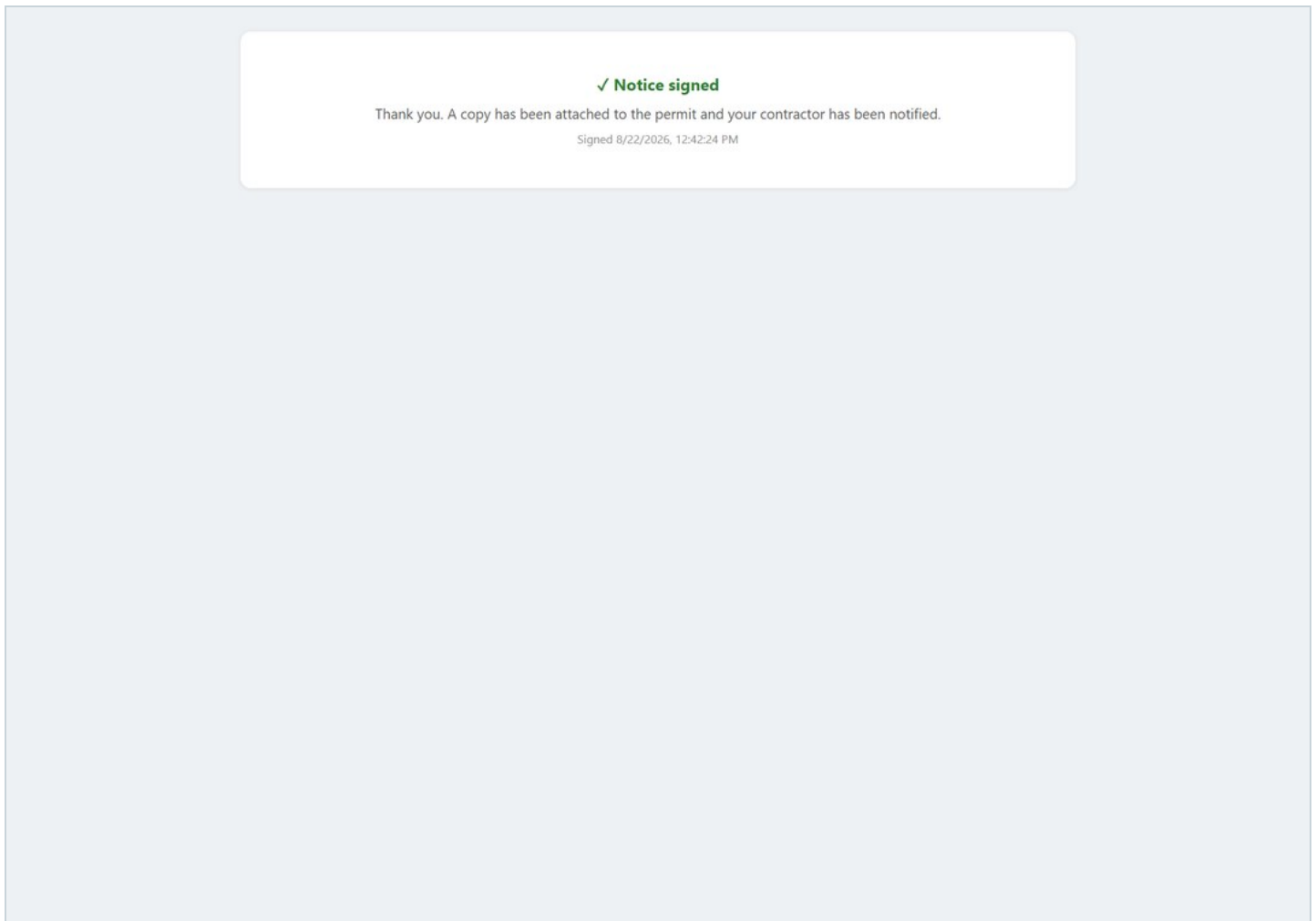


Fig. 35 Signed. Nothing more is asked of the owner.

28

Pay

Once the owner has signed, **Submit for Approval** takes you to payment. The amount is the one shown when you chose your service at the start — \$250 for the private provider review of this job.

MEPERMIT Logged in as Torres Roofing LLC Application Review & Lockdown 4 Payment Log Out

Order Summary

MEP NUMBER
20260822-G85YEH
Use this number to track your permit package

Contractor	Torres Roofing LLC
Property Address	1420 PALM GROVE WAY
Municipality	Miami
Work Scope	Re-Roof
Roof Systems	Asphalt Shingle
Area	Steep: 2280 sq ft
Municipal Process #	—

Application fee	\$250.00
Municipality fee	No charge
Total due today	\$250.00

After payment is confirmed, your permit package will be assembled and emailed to you within 5 minutes.

PACKAGE INCLUDES

- General Information Page
- Roof Plan Page
- Asphalt Shingle

Secure Payment

EXPRESS CHECKOUT

Google Pay Apple Pay

OR PAY WITH CARD

CONTACT INFORMATION

Email address
ana.torres@example.com

PAYMENT METHOD

☒ Card VISA AMEX

Card number
4242 4242 4242 4242 VISA

Expiration date
12 / 26

Security code
123

Name on card
Torres Roofing LLC

☐ Google Pay

☐ Cash App Pay

☒ Save my information for faster checkout
Securely save card details via Stripe Link for future mePermit applications.

Pay \$250.00

By paying, you agree to the mePermit Terms of Service and Privacy Policy.
Your permit package will be released upon payment confirmation.

Powered by stripe

Fig. 36 The payment page, showing what is being charged and for what.

Receive the permit package

Payment confirmed, mePermit assembles the reviewed package, stamps it, emails it to you, and marks the application delivered.

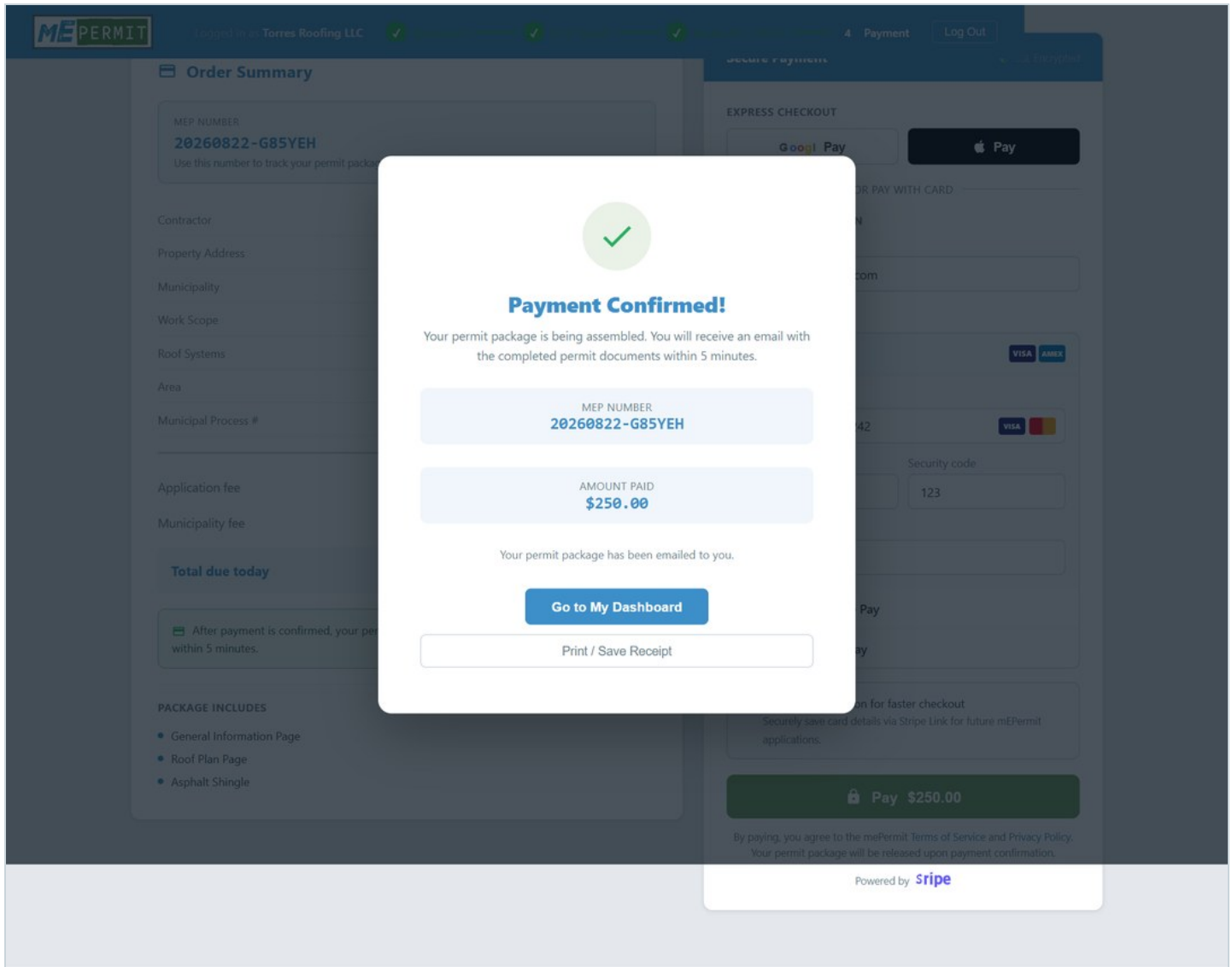


Fig. 37 Payment confirmed and the package on its way.

The permit page is now the record of the job. It carries the progress track from application to closed, the systems submitted, the documents attached, the signed owner's notice, a dated activity log, and the button that downloads the package whenever you need it again.

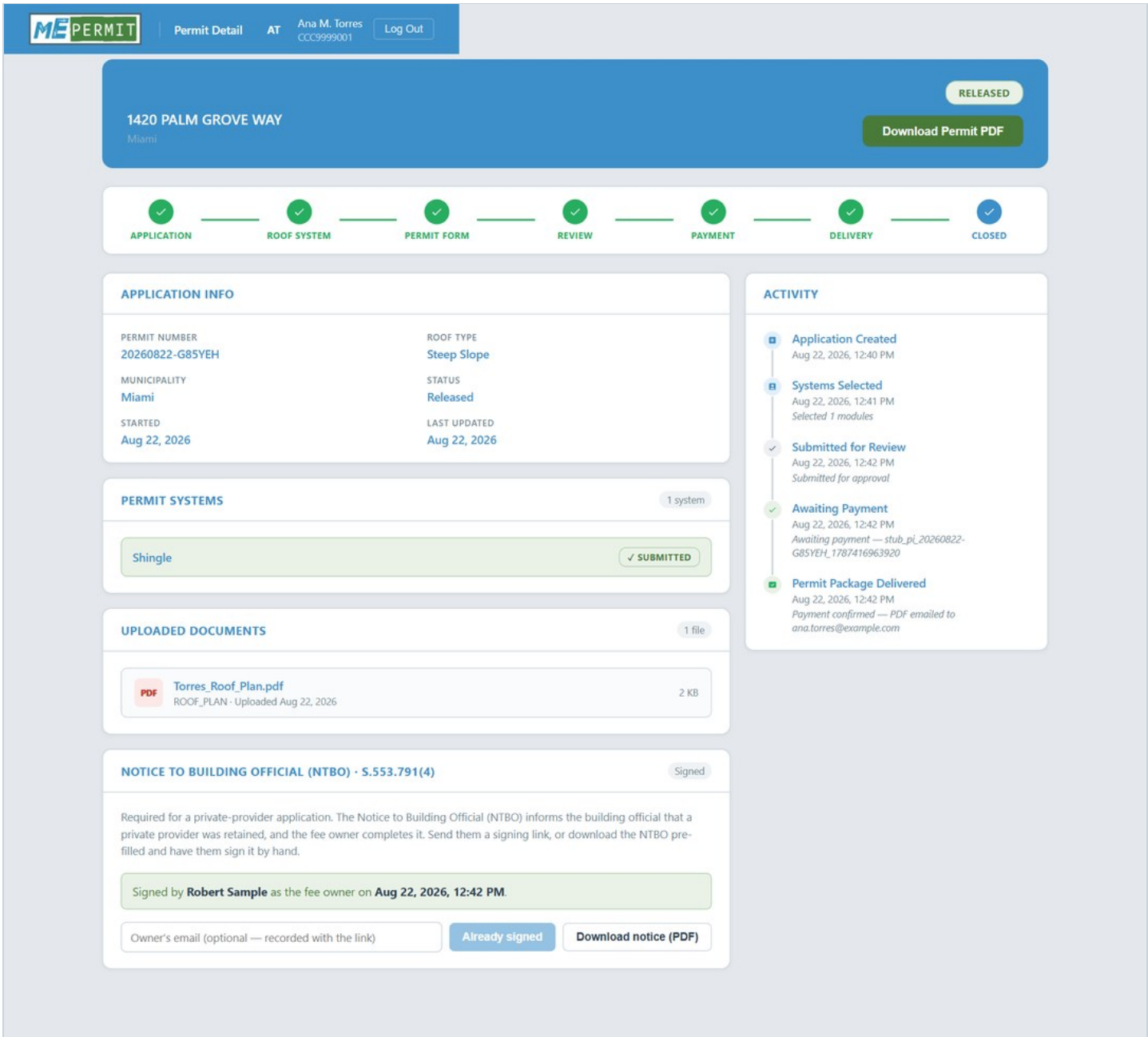


Fig. 38 The delivered permit: every stage green, and the package one click away.

30

What is in the package

The download is a single PDF of about ten pages. It opens with the private provider’s sworn affidavit of plan compliance review, followed by a log of every document approved, then your own completed forms, the roof plan, the signed notice to the building official, and the provider’s qualifications.

That is the document you file with the building department.

FLORIDA BUILDING CODE CONSULTING SERVICES LLC

Private Provider — Plan Compliance Affidavit

AFFIDAVIT OF PLAN-COMPLIANCE REVIEW

Section 553.791, Florida Statutes

PROVIDER & PROJECT

Private Provider Firm FLORIDA BUILDING CODE CONSULTING SERVICES LLC
Private Provider Vince F. Seijas License No. BU2022
Site Address 1420 PALM GROVE WAY
Process No. (MEP) 20260822-G85YEH Master Permit No. —
Submission ☐ Master Building Permit ☒ Trade Permit ☐ Revision ☐ Shop Drawing
Review Trade Building — Roofing
PP Service Plan review only. Inspections by the local building department.
Notice to Bldg. Official (NTBO) Enclosed — executed 8/22/2026 by Robert Sample

CERTIFICATION

I certify, under oath, that the following is true and correct to the best of the private provider's knowledge and belief: The plans were reviewed by the affiant, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statutes, and holds the appropriate license or certificate. The plans comply with the applicable codes.

Private Provider Vince F. Seijas License No. BU2022
Electronic Signature /s/ Vince F. Seijas Date 8/22/2026, 12:42 PM EDT

Executed by the private provider's electronic signature pursuant to Section 553.791(6), Florida Statutes (which provides that the affidavit may bear a written or electronic signature and requires no notarization), and s. 668.50, Florida Statutes (Uniform Electronic Transaction Act).

Fig. 39 Page one: the affidavit of plan-compliance review, signed by the private provider.

FLORIDA BUILDING CODE CONSULTING SERVICES LLC

Private Provider — Log of Approved Documents

LOG OF APPROVED DOCUMENTS

Section 553.791, Florida Statutes

PROVIDER & PROJECT

Private Provider Firm FLORIDA BUILDING CODE CONSULTING SERVICES LLC
Private Provider Vince F. Seijas License No. BU2022
Site Address 1420 PALM GROVE WAY
Process No. (MEP) 20260822-G85YEH Master Permit No. —
Submission ☐ Master Building Permit ☒ Trade Permit ☐ Revision ☐ Shop Drawing
Review Trade Building — Roofing
Notice to Bldg. Official (NTBO) Enclosed — executed 8/22/2026 by Robert Sample

APPROVED DOCUMENTS

Description	Type	Sheet	Rev	Date	Pages
Job Site Information	Plan	3	0	08/22/26	1
Steep Slope Documents	Plan / Calcs	5	0	08/22/26	1
Supplemental Documents	Reference	4	0	08/22/26	1

Private Provider Vince F. Seijas License No. BU2022
Electronic Signature /s/ Vince F. Seijas Date 8/22/2026, 12:42 PM EDT

Executed by the private provider's electronic signature pursuant to Section 553.791(6), Florida Statutes (which provides that the affidavit may bear a written or electronic signature and requires no notarization), and s. 668.50, Florida Statutes (Uniform Electronic Transaction Act).

Fig. 40 Page two: the log of approved documents.

Your dashboard now shows the job as delivered, and it stays there.

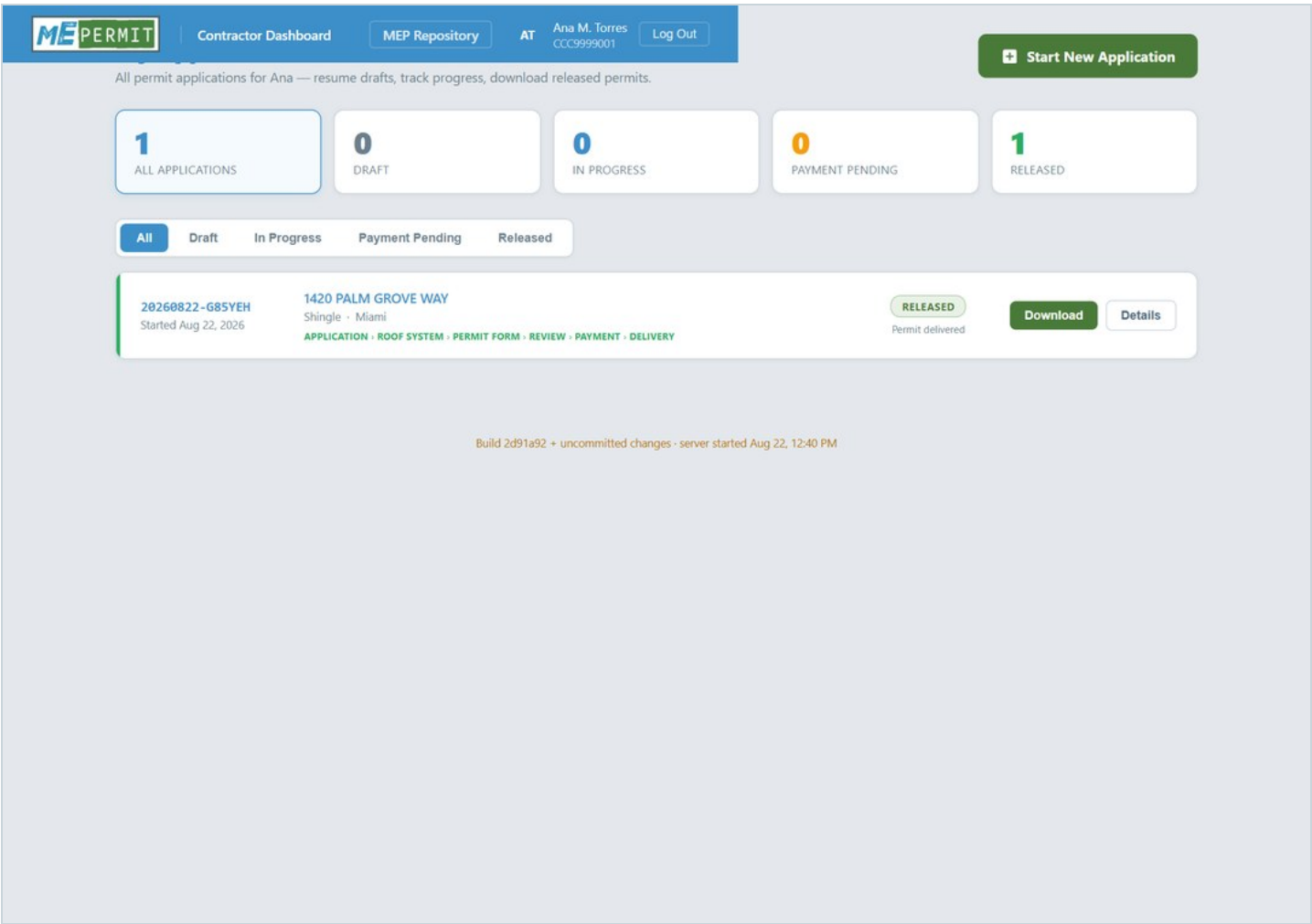


Fig. 41 The dashboard after delivery.

Questions people ask first

Can I stop halfway and come back?

Yes. Everything is saved as you go. Sign in again and your application is on the dashboard at the stage you left it — open it and mePermit returns you to the right page.

The owner will not sign, or I cannot reach them.

Nothing is lost. Resend the link from the permit page, or download the notice pre-filled and take it to them on paper. The application waits.

My material is not in the approvals list.

Search by manufacturer name rather than by approval number — it is the more forgiving of the two. If it genuinely is not there, the approval may have expired, in which case it cannot be used on the job either. Your distributor can confirm the current approval number for the product.

What happens to the permit number the city gives me?

The building department assigns its own process number after mePermit delivers the reviewed package. There is a field for it, and it stays empty until then.

Does a private provider review replace the inspections?

Not on the service used in this guide. The \$250 service covers the review of the permit documents; the building department still inspects. mePermit offers inspections as a separate service, priced per visit.

Prepared from mePermit build 20260822. Screens are captured from the live application; the contractor, license number, job address, property owner and insurance details throughout are invented for this guide and match no real person, parcel or policy.