



**Nassau County Building Department**  
**96161 Nassau Place**  
**Yulee, Florida 32097**

## Memorandum

TO: All Licensed Roofing Contractors

FROM: Gary Larson, Interim Building Official

DATE: July 10, 2018

RE: Replacement Affidavit

The County has re-activated the roofing affidavit form. It has changed and will require additional information regarding any re-roof permit issued by the County.

The required pictures will be one for each plane of the structures roof. The permit number needs to be applied to each piece of sheathing that is photographed. The photo will reflect the existing nailing pattern as stipulated in the affidavit.

The affidavit will be returned to the Building Department prior to scheduling the final roof inspection. Any contractor that does not follow the system will be required to have all inspections conducted by this Department and a re-roof will require a minimum of 3 days to complete. This Department will provide Notary Service as required on the affidavit.

**FERNANDINA**  
**(904) 530-6250**

**TOLL FREE**  
**1-800-948-3364**

**FAX**  
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