



Roofing Guidelines – Residential

*A CCC and owner/builder can apply for a re-roof permit on an existing house.

*CGC/CRC/CBC may only be attached as a roofing contractor on a new construction permit if installing a SHINGLE roof. If installing a TILE or METAL roof a CCC must be attached.

*CGC/CRC/CBC may be attached as a roofing contractor on an addition they are building if installing a new SHINGLE roof but must have a CCC apply for a re-roof permit for the existing portion of the house. If installing a TILE or METAL roof a CCC must be attached.

- Trade Application
- Two (2) copies of Roof Data Sheet
- Product Approval FL # for following** :
 - Dry-in Membrane
 - 90# membrane (if applicable)
 - Finished Roofing
- Owner Builder Affidavit (if homeowner)
- NOC required if value is \$2500 or greater
- Engineer’s Evaluation (if going from Shingle or Metal to Tile)

Description: WEB PERMITS: FL# TO BE PLACED IN DESCRIPTION FIELD

- Square footage of sloped and/or flat roof (or number of squares 1sq=100 sq ft)
- Type of roofing material. Going from one type to another? Shingle to Shingle, shingle to metal, etc. If going from Shingle or metal to tile see notes at bottom of guideline
- Product approval FL # (for permits starting with B and WEB)

Route to: OFFICE USE ONLY

CSR to approve over the counter EXCEPT if going from Shingle OR Metal to Tile – then a review is required.
Species if Owl, Eagle or Gopher Tortoise

Processing: OFFICE USE ONLY

- Type: Roofing Misc
- Subtype: Residential

Inspections:

- See attached inspection sheet

Fees:

- Roofing Misc \$100.00
- Surcharge YES

Expiration:

- Two (2) months

** Copies of product approvals and installation instructions to be onsite at time of inspection.



Roofing Guidelines – Residential (cont'd)

NOTES:

Roof over can only be done one time. (applying a layer of shingles on top of the existing layer of shingles)

Affidavits to be signed by **ONLY THE LICENSE HOLDER** for a Roofing Contractor, General Contractor, Building Contractor, Residential Contractor, a Florida Licensed Engineer and Registered Architect.

Contractors that sign the affidavit must be licensed in the State of Florida. Design Professionals must have a Business Tax Receipt for where their office is located.

HOME OWNERS MAY NOT SIGN THE AFFIDAVIT. If they choose not to have the affidavit signed by a professional the Sheathing and Secondary Water Barrier Inspections must be performed by a City Inspector.

WHEN CHANGING FROM SHINGLE OR METAL TO TILE:

3. All re-roofing permits going from shingle/metal to tile need to include engineer's evaluation verifying the existing trusses design conditions, including Live Load and Dead Load for Top and Bottom Chord in accordance with FBC Table 1604.3.
4. To be reviewed by Plans Examiner PRIOR to permit issuance.

Roofing Inspections

(BOTH OWNER BUILDER & CONTRACTORS)

Shingle/Metal Reroof

- 10 NOC (if required)
- 10 Sheathing Affidavit 804
- 10 Secondary Water Barrier 802
- 10 Dry-In 018
- 20 Final 016

Tile Reroof

- 10 NOC (if required)
- 10 Sheathing Affidavit 804
- 10 Dry-In 018
- 20 90lb 054
- 30 Final 016

Shingle Roof Over

- 10 NOC (if required)
- 10 Prep 015
- 20 Final 016

Flat Deck Reroof

- 10 NOC (if required)
- 10 Sheathing Affidavit 804
- 10 Dry-in 018
- 20 Final 016

Notes:

Valley Repairs are to receive one inspection – Final 016.

Repairs to the surface of tile, shingle, metal or flat deck ONLY receive one inspection – Final 016.

Any repairs that go below the surface of the tile, shingle, flat deck or metal receive all required inspections for that type.