



PERMITTING GUIDELINES

ROOF PERMIT

REQUIREMENTS:

- Completed Trade Application
- Sheathing and/or Secondary Water Barrier Affidavit prior to dry-in and final inspection
- Completed Roof Replacement Data Sheet Form (F-DCD-2028 Roof Replacement Data Sheet Form)
- Completed Owner/Builder Affidavit (if applicant is owner)
- Notice of Commencement (if value is over \$2,500.00)

ITEMS NEEDED BEFORE CLOSING OF PERMIT **

- Inspection Affidavit for roof deck nailing (Sheathing) and/or Secondary Water Barrier.

Affidavits to be signed only by Engineer, registered Architect, Licensed General Contractor, Building Contractor, Residential Contractor, Roofing Contractor or persons certified in structural discipline under FS 468

If a complete roof system is being replaced (trusses, sheathing etc.) and the insured value of the structure is over \$300,000 the following will be required:

- New Roof to Wall Anchorage/Fasteners Inspection/Affidavit. **Affidavits to be signed only by Engineer, Registered Architect, licensed General Contractor, Building Contractor, or Residential Contractor. Roofing Contractor MAY NOT SIGN.**
- All complete roof replacement permits will require proof of insured value. May be obtained by copy of homeowner insurance policy or trim notice.

Homeowners may not sign either affidavits noted above. An inspection must be completed by a City inspector or the affidavit must be completed by a design professional or general contractor.

PER FLORIDA STATUTE 553.844

- 101.1 When a roof on an existing site-built, single family residential structure is replaced:
 - a. Roof-decking attachment and fasteners shall be strengthened and corrected as required by section 201.1.
 - b. A secondary water barrier shall be provided as required by section 201.2.
- 101.2 When a roof is replaced on a building that is located in the wind-borne debris region as defined in s. 1609.2 of the Florida Building Code, Building and that has an insured value of \$300,000 or more or, if the building is uninsured or for which documentation of insured value is not presented, has a just valuation for the structure for purposes of ad valorem taxation of \$300,00 or more:
 - a. Roof to wall connections shall be improved as required by section 201.3
 - b. Mandated retrofits of the roof-to-wall connection shall not be required beyond a 15 percent increase in the cost of the re-roofing.
 - c. Where complete retrofits of all the roof-to-wall connections as prescribed in section 201.3 would exceed 15 percent of the cost of the re-roofing project, the priorities outlined in section 201.3.5 shall be used to limit the scope of work to the 15 percent limit.

**** Affidavits DO NOT include additional inspections, i.e. dry in, final**