



Construction Services Division

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Roofing

Requirements

WHEN REQUIRED

Roofing permits are required for the installation of a new roof or the re-roofing, re-covering, or repair of an existing roof where the installation, re-roofing, re-covering or repair is in excess of 500 square feet. Installation, replacement or major repair of any structural component of roof structures (trusses, rafters, etc.) for existing buildings requires a **Remodeling Permit**.

Permit Information

PERMIT CAN BE ISSUED TO:

1. Qualifying owner of a one or two family detached residential dwelling intended for own occupancy - must present photo ID and proof of ownership (recorded deed or tax receipt) at Permit Center.
2. Licensed, general building, residential or roofing contractor or authorized agent(s) - subject to limitations of certificate - must present photo ID at Permit Center. The roofing permit is to be issued to the general contractor for only the buildings they are constructing. The only type of roof permit the contractor can obtain is the shingle roof permit. Other types of roofing (build-up, tile, etc.) is not permitted.
3. Qualifying owner of a commercial building whose total construction cost is less than \$75,000.00 (including building, mechanical, plumbing, gas, and electrical work), and whose occupancy and use is for the owner and not offered for sale or lease.

Submission Requirements

SUBMISSION REQUIREMENTS:

1. Complete the Application Form.
2. If in Barrio Latino/Hyde Park/Seminole Heights/Downtown District, obtain approval from Barrio Latino Commission/A.R.C./C.B.D. and present at Permit Center.
3. Pay applicable Permit Fee(s).

Inspection Information

ROOF INSPECTIONS

Dry In Inspection:

On a tile roof a dry-in inspection is required prior to the installation of the tile.

Hurricane Mitigation Inspection:

All single family residences constructed prior to March 1, 2002, are required to comply with the requirements for Hurricane Mitigation Retrofits pursuant to F.S. 553.844.

Licensed contractors may comply by completing the required mitigation procedures, and providing a completed "Roof Mitigation Verification Affidavit" to the Construction Services Center.

Homeowners may comply by calling in a "sheathing" inspection, after mitigation procedures are complete, and prior to installation of roof covering. Homeowners may also comply by hiring a licensed professional to inspect the mitigation work, and complete the "Roof Mitigation Verification Affidavit".

Final Inspection:

Final inspection is required after the new roof is complete.