



## **Roof-Permit Requirements**

### **New Roofs:**

- Building Application; must include scope of work, address, and job value
- Two identical sets of HVHZ roofing form, (all applicable sections), and all required Products Approvals (NOA) with applicable sections highlighted.
- Home Owner Association affidavit/approval and notice of commencement

### **Re-roofing Single Family:**

- Building application; must include scope of work, address, and job value
- Two identical sets of HVHX roofing form, (all applicable sections completed), and all required Products approvals (NOA) with applicable sections highlighted
- Statement of responsibilities regarding asbestos form completed
- Single Family Re-Roofing Affidavits to be completed as follows:
  1. Complete job address and verify value of the property by providing the Ad Valorem taxation or copy of insured value. If dwelling was permitted after 1973 (provide permit information) or dwelling value is \$300,000.00 or less proceed to line 5
  2. If dwelling value is more than \$300,000.00 submit Roof to Wall Connections Certificate prepared by Florida Registered Engineer/Architect or License General Contractor/Building Contractor/Residential Contractor or Certified Structural Inspector under FS 468, if the building complies to the requirements of the prescriptive sections 201.3.1 to 201.3.4, proceed to line 6
  3. If Roof to Wall Connections does not comply, a registered Engineer or Architect shall specify the repair work required complying with table 201.3 and a License General/Building/Residential Contractor should apply or a permit to the repairs required.
  4. Or follow the acceptable additional fasteners schedule
  5. Under the same permit a licensed roofer can apply for the roof permit
  6. The roof permit application shall be submitted to the Building Department
  7. Before Tin Tag inspection is called by the roofing contractor, the Roof to Wall connections Certificate shall be included with the roofing permit documents (Roofer to obtain 2 copies from the Registered Engineer or Architect mentioned in line 3 above, who has verified the work done by the licensed contractor).
  8. Re-nailing Affidavit shall also be available on site in duplicate (signed, sealed, and notarized). Affidavit form available in the permit requirement package.
  9. Before the tile in progress inspection is called, **either** an inspection from the Building Department for the Secondary water barrier shall be required for shingle and metal roofs **or** a certificate of secondary water barrier be provided. Affidavit form available in the permit requirement package.

### **Re-roofing Commercial and Four Units or More**

- Building application; must include scope of work, address, and job value
- Two identical sets of HVHZ roofing form (all applicable sections completed) and all required Products Approvals (NOA) with applicable sections highlighted.
- Statement of responsibilities regarding asbestos form completed and approved by EPA
- Both Equipment Affidavit and Insulation Affidavit must be completed



City of Lighthouse Point Building Department  
**Single Family Re-Roofing Affidavit**

**Job Address:** \_\_\_\_\_ **Permit #:** \_\_\_\_\_

Florida Statute 553.844, FBC 2020 7<sup>th</sup> Edition Section 708.8 (Existing Building Code) Hurricane Mitigation retrofits requires this affidavit along with the High Velocity Hurricane Zone Uniform permit application form.

1. **Was the dwelling permitted before 1994?** Yes  No  (Year) \_\_\_\_\_

- If “No” stop here and submit application.
- If “Yes” go to the next step.

2. **Is the value of the dwelling more than \$300,000?** Yes  No

- If “No”, provide a copy of the Ad Valorem Taxation or copy of insured value.
- If “Yes”, the following documents are required:

Roof to wall connections Certificate in accordance with sections 708.8 FBC 2014 existing building code.

Copy of proposal showing cost of retrofit lips or gables up to 15% of the cost of the roof.

**708.8.1.1 Priorities for mandated roof-to-wall retrofit expenditures.**

Priority shall be given to connecting the exterior corners of roofs to walls where the spans of the roofing members are greatest. For houses with both hip and gable roof ends, the priority shall be to retrofit the gable end roof-to-wall connections unless the width of the hip end is more than 1.5 times greater than the width of the gable end. When considering priorities for houses with both hip and gable roof ends, and the fifteen percent of the cost of roof replacement is sufficient to complete all of the prioritized elements pursuant to this section, but is not sufficient to complete all of the no prioritized elements, then no portion of complete retrofit of the non-prioritized element.

- |   |   |
|---|---|
| <input type="checkbox"/> Florida Registered Professional Engineer                   | <input type="checkbox"/> Florida Registered Architect         |
| <input type="checkbox"/> Licensed General Contractor                                | <input type="checkbox"/> Building Contractor                  |
| <input type="checkbox"/> Person certified in the structural discipline under FS 468 | <input type="checkbox"/> Residential Contractor               |
| <input type="checkbox"/> Engineer Design  | <input type="checkbox"/> Prescriptive 708.1.1. thru 708.8.1.7 |
|   | <input type="checkbox"/> Table 708.8.1                        |

I hereby certify that the roof to wall connections comply or exceed the requirements mentioned above,

Certifier \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and copy of license required.

Sworn to and subscribed before me this \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_\_\_. Who is personally known \_\_\_\_\_ or produced ID \_\_\_\_\_.

\_\_\_\_\_  
(Notary Public, State of Florida) Notary seal:

**SECTION 1525  
HIGH-VELOCITY HURRICANE ZONES—UNIFORM PERMIT APPLICATION**

*Florida Building Code 7th Edition (2020)*  
**High-Velocity Hurricane Zone Uniform Permit Application Form**

**INSTRUCTION PAGE**

**COMPLETE THE NECESSARY SECTIONS OF THE UNIFORM ROOFING PERMIT APPLICATION FORM AND ATTACH THE REQUIRED DOCUMENTS AS NOTED BELOW:**

<b>Roof System</b>	<b>Required Sections of the Permit Application Form</b>	<b>Attachments Required See List Below</b>
Low Slope Application	A,B,C	1,2,3,4,5,6,7
Prescriptive BUR-RAS 150	A,B,C	4,5,6,7
Asphaltic Shingles	A,B,D	1,2,4,5,6,7
Concrete or Clay Tile	A,B,D,E	1,2,3,4,5,6,7
Metal Roofs	A,B,D	1,2,3,4,5,6,7
Wood Shingles and Shakes	A,B,D	1,2,4,5,6,7
Other	As Applicable	1,2,3,4,5,6,7

**ATTACHMENTS REQUIRED:**

1.	Fire Directory Listing Page
2.	From Product Approval: Front Page Specific System Description Specific System Limitations General Limitations Applicable Detail Drawings
3.	Design Calculations per Chapter 16, or if applicable, RAS 127 or RAS 128
4.	Other Component of Product Approval
5.	Municipal Permit Application
6.	Owners Notification for Roofing Considerations (Reroofing Only)
7.	Any Required Roof Testing/Calculation Documentation

**Florida Building Code 7th Edition (2020)**  
**High-Velocity Hurricane Zone Uniform Permit Application Form**

**Section A (General Information)**

Master Permit No. \_\_\_\_\_ Process No. \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Job Address \_\_\_\_\_

**ROOF CATEGORY**

- Low Slope
- Asphaltic Shingles
- Mechanically Fastened Tile
- Metal Panel/Shingles
- Prescriptive/BUR-RAS 150
- Mortar/Adhesive Set Tiles
- Wood Shingles/Shakes

**ROOF TYPE**

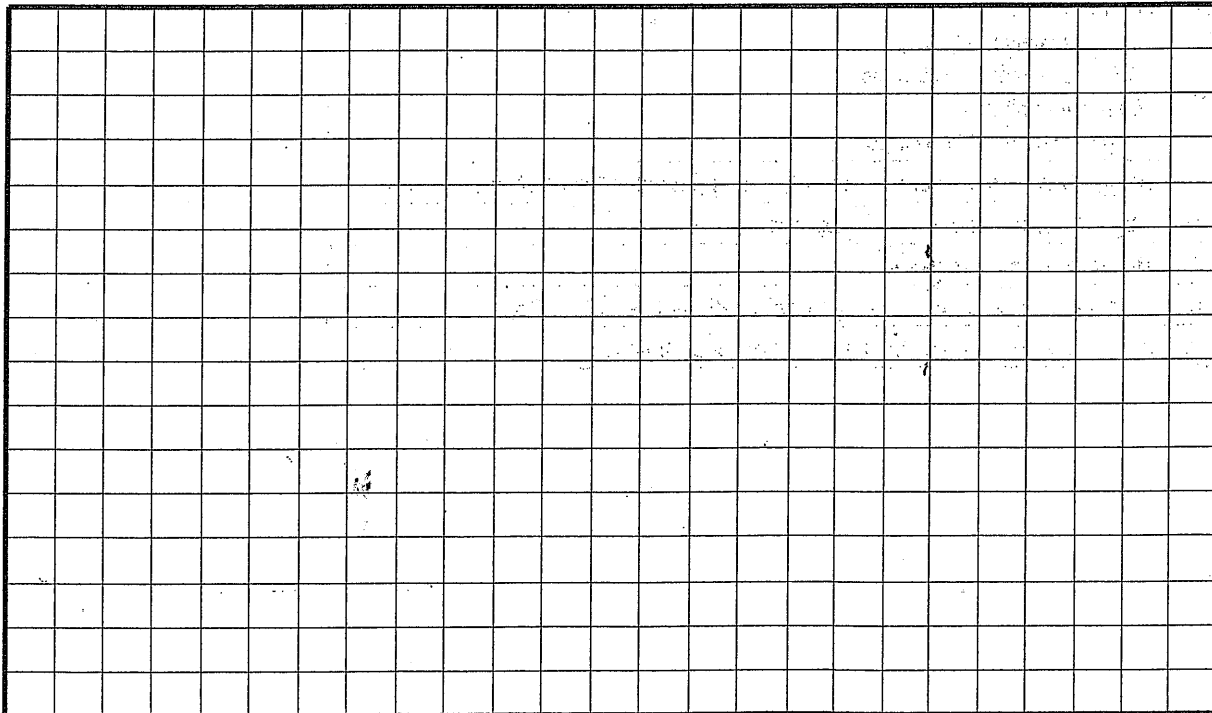
- New roof
- Repair
- Maintenance
- Reroofing
- Recovering

**ROOF SYSTEM INFORMATION**

Low Slope Roof Area (SF) \_\_\_\_\_ Steep Sloped Roof Area (SF) \_\_\_\_\_ Total (SF) \_\_\_\_\_

**Section B (Roof Plan)**

Sketch Roof Plan: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Include dimensions of sections and levels, clearly identify dimensions of elevated pressure zones and location of parapets.



**Florida Building Code 7th Edition (2020)  
High-Velocity Hurricane Zone Uniform Permit Application Form**

**Section C (Low Slope Application)**

Fill in specific roof assembly components and identify manufacturer

(If a component is not used, identify as "NA")

System Manufacturer: \_\_\_\_\_

Product Approval No.: \_\_\_\_\_

Design Wind Pressures, From RAS 128 or Calculations:

Zone 1': \_\_\_\_\_ Zone 1: \_\_\_\_\_ Zone 2: \_\_\_\_\_ Zone 3: \_\_\_\_\_

Max. Design Pressure, from the specific product approval system: \_\_\_\_\_

Deck:

Type: \_\_\_\_\_

Gauge/Thickness: \_\_\_\_\_

Slope: \_\_\_\_\_

Anchor/Base Sheet & No. of Ply(s): \_\_\_\_\_

Anchor/Base Sheet Fastener/Bonding Material: \_\_\_\_\_

Insulation Base Layer: \_\_\_\_\_

Base Insulation Size and Thickness: \_\_\_\_\_

Base Insulation Fastener/Bonding Material: \_\_\_\_\_

Top Insulation Layer: \_\_\_\_\_

Top Insulation Size and Thickness: \_\_\_\_\_

Top Insulation Fastener/Bonding Material: \_\_\_\_\_

Base Sheet(s) & No. of Ply(s): \_\_\_\_\_

Base Sheet Fastener/Bonding Material: \_\_\_\_\_

Ply Sheet(s) & No. of Ply(s): \_\_\_\_\_

Ply Sheet Fastener/Bonding Material: \_\_\_\_\_

Top Ply: \_\_\_\_\_

Top Ply Fastener/Bonding Material: \_\_\_\_\_

Surfacing: \_\_\_\_\_

Fastener Spacing for Anchor/Base Sheet Attachment:

Zone 1': \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Zone 1: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Zone 2: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Zone 3: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

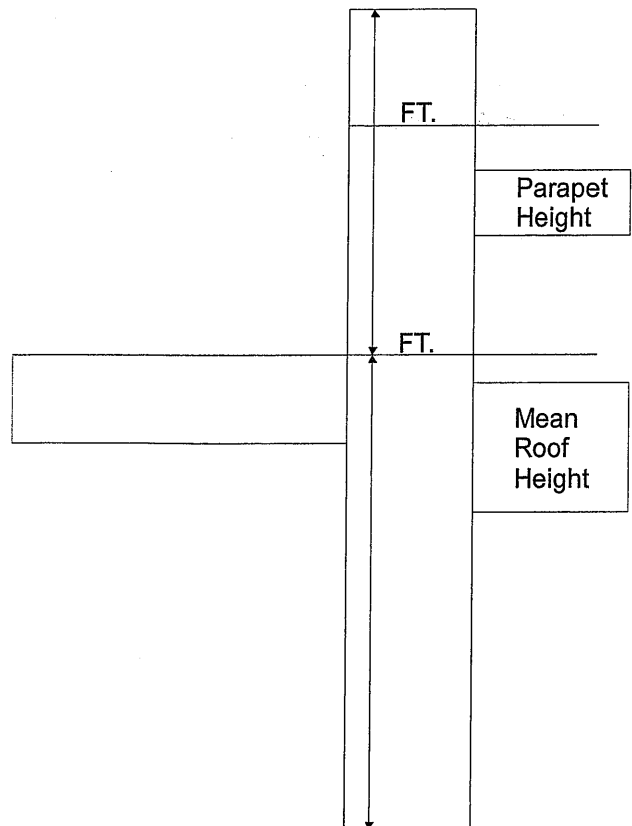
Number of Fasteners Per Insulation Board:

Zone 1': \_\_\_\_\_ Zone 1: \_\_\_\_\_ Zone 2: \_\_\_\_\_ Zone 3: \_\_\_\_\_

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Termination, Stripping, Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing or Submit Manufacturers Details that Comply with RAS 111 and Chapter 16.



**Florida Building Code 7th Edition (2020)**  
**High-Velocity Hurricane Zone Uniform Permit Application Form**

**Section D (Steep Sloped Roof System)**

Roof System Manufacturer: \_\_\_\_\_

Notice of Acceptance Number: \_\_\_\_\_

Minimum Design Wind Pressures, If Applicable (From RAS 127 or Calculations):

Zone 1: \_\_\_\_\_ Zone 2a: \_\_\_\_\_ Zone 2b: \_\_\_\_\_ Zone 2c: \_\_\_\_\_ Zone 3a: \_\_\_\_\_ Zone 3b: \_\_\_\_\_

Deck Type: \_\_\_\_\_

Type Underlayment: \_\_\_\_\_

Insulation: \_\_\_\_\_

Fire Barrier: \_\_\_\_\_

Fastener Type & Spacing: \_\_\_\_\_

Adhesive Type: \_\_\_\_\_

Type Cap Sheet: \_\_\_\_\_

Roof Covering: \_\_\_\_\_

Type & Size Drip Edge: \_\_\_\_\_

Roof Slope:  
: 12

Ridge Ventilation?  
\_\_\_\_\_

Mean Roof Height: \_\_\_\_\_

**Florida Building Code 7th Edition (2020)  
High-Velocity Hurricane Zone Uniform Permit Application Form**

**Section E (Tile Calculations)**

For Moment based tile systems, choose either Method 1 or 2. Compare the values for  $M_r$  with the values from  $M_r$ . If the  $M_r$  values are greater than or equal to the  $M_r$  values, for each area of the roof, then the tile attachment method is acceptable.

**Method 1 "Moment Based Tile Calculations Per RAS 127"**

- (Zone 1:  $\_\_\_\times \lambda \_\_\_\ = \_\_\_\$ ) - Mg:  $\_\_\_\ = M_{r1}$  \_\_\_\_\_ Product Approval  $M_r$  \_\_\_\_\_
- (Zone 2e:  $\_\_\_\times \lambda \_\_\_\ = \_\_\_\$ ) - Mg:  $\_\_\_\ = M_{r2e}$  \_\_\_\_\_ Product Approval  $M_r$  \_\_\_\_\_
- (Zone 2n:  $\_\_\_\times \lambda \_\_\_\ = \_\_\_\$ ) - Mg:  $\_\_\_\ = M_{r2n}$  \_\_\_\_\_ Product Approval  $M_r$  \_\_\_\_\_
- (Zone 2r:  $\_\_\_\times \lambda \_\_\_\ = \_\_\_\$ ) - Mg:  $\_\_\_\ = M_{r2r}$  \_\_\_\_\_ Product Approval  $M_r$  \_\_\_\_\_
- (Zone 3e:  $\_\_\_\times \lambda \_\_\_\ = \_\_\_\$ ) - Mg:  $\_\_\_\ = M_{r3e}$  \_\_\_\_\_ Product Approval  $M_r$  \_\_\_\_\_
- (Zone 3r:  $\_\_\_\times \lambda \_\_\_\ = \_\_\_\$ ) - Mg:  $\_\_\_\ = M_{r3r}$  \_\_\_\_\_ Product Approval  $M_r$  \_\_\_\_\_

**Method 2 "Simplified Tile Calculations Per Table Below"**

Required Moment of Resistance ( $M_r$ ) From Table Below \_\_\_\_\_ Product Approval  $M_r$  \_\_\_\_\_

M <sub>r</sub> required Moment Resistance*					
Mean Roof Height Roof Slope	15'	20'	25'	30'	40'
2:12	34.4	36.5	38.2	39.7	42.2
3:12	32.2	34.4	36.0	37.4	39.8
4:12	30.4	32.2	33.8	35.1	37.3
5:12	28.4	30.1	31.6	32.8	34.9
6:12	26.4	28.0	29.4	30.5	32.4
7:12	24.4	25.9	27.1	28.2	30.0

\*Must be used in conjunction with a list of moment based tile systems endorsed by the Broward County Board of Rules and Appeals.

For Uplift based tile systems use Method 3. Compare the values for  $F'$  with the values for  $F_r$ . If the  $F'$  values are greater than or equal to the  $F_r$  values, for each area of the roof, then the tile attachment method is acceptable.

**Method 3 "Uplift Based Tile Calculations Per RAS 127"**

- (Zone 1:  $\_\_\_\times L \_\_\_\ = \_\_\_\times w \_\_\_\ = \_\_\_\$ ) - W:  $\_\_\_\times \cos r \_\_\_\ = F_{r1}$  \_\_\_\_\_ Product Approval  $F'$  \_\_\_\_\_
- (Zone 2e:  $\_\_\_\times L \_\_\_\ = \_\_\_\times w \_\_\_\ = \_\_\_\$ ) - W:  $\_\_\_\times \cos r \_\_\_\ = F_{r2e}$  \_\_\_\_\_ Product Approval  $F'$  \_\_\_\_\_
- (Zone 2n:  $\_\_\_\times L \_\_\_\ = \_\_\_\times w \_\_\_\ = \_\_\_\$ ) - W:  $\_\_\_\times \cos r \_\_\_\ = F_{r2n}$  \_\_\_\_\_ Product Approval  $F'$  \_\_\_\_\_
- (Zone 2r:  $\_\_\_\times L \_\_\_\ = \_\_\_\times w \_\_\_\ = \_\_\_\$ ) - W:  $\_\_\_\times \cos r \_\_\_\ = F_{r2r}$  \_\_\_\_\_ Product Approval  $F'$  \_\_\_\_\_
- (Zone 3e:  $\_\_\_\times L \_\_\_\ = \_\_\_\times w \_\_\_\ = \_\_\_\$ ) - W:  $\_\_\_\times \cos r \_\_\_\ = F_{r3e}$  \_\_\_\_\_ Product Approval  $F'$  \_\_\_\_\_
- (Zone 3r:  $\_\_\_\times L \_\_\_\ = \_\_\_\times w \_\_\_\ = \_\_\_\$ ) - W:  $\_\_\_\times \cos r \_\_\_\ = F_{r3r}$  \_\_\_\_\_ Product Approval  $F'$  \_\_\_\_\_

Where to Obtain Information		
Description	Symbol	Where to find
Design Pressure	Zones 1, 2e, 2n, 2r, 3e, 3r	From applicable table in RAS 127 or by an engineering analysis prepared by PE based on ASCE 7
Mean Roof Height	H	Job Site
Roof Slope	$\theta$	Job Site
Aerodynamic Multiplier	$\lambda$	Product Approval
Restoring Moment due to Gravity	$M_g$	Product Approval
Attachment Resistance	$M_r$	Product Approval
Required Moment Resistance	$M_g$	Calculated
Minimum Attachment Resistance	$F'$	Product Approval
Required Uplift Resistance	$F_r$	Calculated
Average Tile Weight	W	Product Approval
Tile Dimensions	L = length W = width	Product Approval
All calculations must be submitted to the building official at the time of permit application.		

**SECTION 1524**  
**HIGH VELOCITY HURRICANE ZONES REQUIRED OWNERS NOTIFICATION FOR ROOFING**  
**CONSIDERATIONS**

1524.1 As it pertains to this section, it is the responsibility of the roofing contractor to provide the owner with the required roofing permit, and to explain to the owner the content of this section. The provisions of Chapter 15 of the Florida Building Code, Building govern the minimum requirements and standards of the industry for roofing system installations. Additionally, the following items should be addressed as part of the agreement between the owner and the contractor. The owner's initial in the adjacent box indicates that the item has been explained:

         1. **Aesthetics-Workmanship:** The workmanship provisions of Chapter 15 (High Velocity Hurricane Zone) are for the purpose of providing that the roofing system meets the wind resistance and water intrusion performance standards. Aesthetics (appearance) issues are not a consideration with respect to workmanship provisions. Aesthetic issues such as color or architectural appearance, that are not part of a zoning code, should be addressed as part of the agreement between the owner and the contractor.

         2. **Renailing Wood Decks:** When replacing roofing, the existing wood roof deck may have to be renailed in accordance with the current provisions of Chapter 16 (High Velocity Hurricane Zones) of the Florida Building Code. (The roof deck is usually concealed prior to removing the existing roof system).

         3. **Common Roofs:** Common roofs are those which have no visible delineation between neighboring units (i.e. townhouses, condominiums, etc.). In buildings with common roofs, the roofing contractor and/or owner should notify the occupants of adjacent units of roofing work to be performed.

         4. **Exposed Ceilings:** Exposed, open beam ceilings are where the underside of the roof decking can be viewed from below. The owner may wish to maintain the architectural appearance, therefore, roofing nail penetrations of the underside of the decking may not be acceptable. The Florida Building Code provides the option of maintaining this appearance.

         5. **Ponding Water:** The current roof system and/or deck of the building may not drain well and may cause water to pond (accumulate) in low-lying areas of the roof. Ponding can be an indication of structural distress and may require the review of a professional structural engineer. Ponding may shorten the life expectancy and performance of the new roofing system. Ponding conditions may not be evident until the original roofing system is removed. Ponding conditions should be corrected.

         6. **Overflow scuppers (wall outlets):** It is required that rainwater flow off so that the roof is not overloaded from a build up of water. Perimeter/edge walls or other roof extensions may block this discharge if overflow scuppers (wall outlets) are not provided. It may be necessary to install overflow scuppers in accordance with the Florida Building Code, Plumbing.

\_\_\_\_\_  
Owner's/Agent's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Permit Number