

## Roofing Permit Application Requirements

Only site-built, single-family residences are included in the requirement for mitigation retrofits and/or secondary waterproofing per [Florida Statute 553.844](#), and only sloped hipped or gable roofs are required to comply. Townhouses and duplexes are not included under the definitions of site-built, single-family residences and are, therefore, exempt from the mitigation requirements. Apartment buildings, condominiums, commercial building, and new construction roofs tied to a master building permit are also exempt.

On non-exempt structures that require mandated retrofits of the roof to wall connection, the maximum required dollar cost of these improvements per Florida Statute 553.844 shall not be required beyond a 15 percent increase of the reroofing cost. Example: Replacement of the existing roof cost is \$10,000.00 X 15% = \$1,500.00; this amount is required to be spent on roof to wall connection retrofits.

Requirements:

1. Copy of the insured value of the home.
2. Copy of the ad valorem taxation value of the home.
3. Workman's Compensation.
4. [Permit application](#).
5. [Roof permit \(2 copies\)](#).
6. [Owner's notification](#) for roofing permits **(2 copies)**.
7. Florida licensed Engineer or Architect's assessment, which will need to certify the following items and submit photography for each:
  - a. Re-nailing of sheathing as required by [Section 2322.2.2](#) of the Florida Building Code (6<sup>th</sup> edition, 2017) HVHZ. **(at job site)**.
  - b. Certification of the roof secondary water barrier. **(at job site)**.
  - c. Owner's affidavit of roof to wall connection **(must be filled out with roof application) (2 copies)**.
  - d. Qualifier's affidavit of roof to wall connection, Engineer's report of inspections with pictures **(at job site)**.
  - e. Special inspector form **(must be filled out with roof application) (2 copies)**.
  - f. **As to Notice of Acceptance (in General Limitations), #7 and #9 will require calculations prepared, signed, and sealed by a Florida registered Professional Engineer, a Registered Architect, or a Registered Roofing Consultant.**
9. Building Permit (if necessary).
10. Building Contract (if necessary).
11. Building Contractor's Workman's Compensation (if necessary).
12. Two sets of plans signed and sealed by a Florida licensed Engineer or Architect (if necessary).

The special inspector must certify that the roof to wall connections comply with the Florida Building Code (F.B.C.) provisions. If the connections are not in compliance with the F.B.C., then a separate building permit is required for retrofitting the roof to wall connection.

**Note:** If the cost of the strapping work exceeds 50% or more of the total cost of the re-roofing, the homeowner must enter into separate contracts with the roofing and building contractors. It is illegal for both contractors to sub-contract with one another in this case.

A secondary water barrier should be installed using one of the following mitigation techniques offered in the Florida Commission Mitigation Retrofit Manual (refer to [website](#) noted above):

1. Option "A": All joints in roof sheathing or decking shall be covered with a minimum 4" wide strip of self-adhering polymer modified bitumen tape applied directly to sheathing or decking; or
2. "The Exceptions": Asphalt impregnated #30 felt underlayment attached with nails and tin-caps complying with HVHZ of the F.B.C., and covered with either self-adhering polymer modified bitumen cap sheet or an approved hot mop application that complies with the secondary water barrier requirements.