

Single Family Roofing Permits:

- (a) An “Owner Affidavit of Exemption from Roof to Wall Connection Retrofit” shall be included with the Roofing Permit Application if the property insured value is LESS THAN \$300,000 or if it’s in compliance with [F.S.553.884](#).
- (b) In addition, if the house has an insured value of LESS THAN \$300,000, proof of the property insured value or a copy of the [ad valorem tax value](#) shall be also submitted with the permit application.
- (c) For non-exempt houses, an “Affidavit of Compliance with Roof to Wall Connection Retrofit” shall be completed and signed by an Engineer, Architect, General, Building, or Residential Contractor. This affidavit will be collected at the time of the first roof inspection.
- (d) Be advised that a Sheathing Affidavit by the Roofing Contractor is still required at the time of “in progress” inspections.

**AFFIDAVIT OF COMPLIANCE WITH ROOF DECKING ATTACHMENT AND
SECONDARY WATER BARRIER HURRICANE MITIGATION RETROFIT FOR
EXISTING SITE-BUILT SINGLE FAMILY RESIDENTIAL STRUCTURES
PURSUANT TO SECTION 553.844 F.S.**

Date: _____

To: Building Official, City of Miami Beach
1700 Convention Center Dr
Miami Beach, FL 33139

Re: Owner's Name: _____

Property Address: _____

Roofing Permit Number: _____

Dear Building Official:

I, _____, certify that the roof decking attachment and fasteners have been strengthened and corrected and a secondary water barrier has been provided as required by the "Manual of Hurricane Mitigation Retrofits for Existing Site-Built, Single-Family Structures" adopted by the **Florida Building Commission by [Rule 9B-3.047](#)** Florida Administrative Code (F.A.C.).

Signature of Qualifying Agent:

Print Name:

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____

day of _____, 20____,

(SEAL)
____ Personally known ____ or Produced Identification: _____

OWNER'S AFFIDAVIT OF EXEMPTION
ROOF TO WALL CONNECTION HURRICANE MITIGATION RETROFIT FOR EXISTING
SITE-BUILT SINGLE FAMILY RESIDENTIAL STRUCTURES PURSUANT TO SECTION
553.844 F.S.

Date: _____

To: Building Official, City of Miami Beach
1700 Convention Center Dr.
Miami Beach, FL 33139

Re: Owner's Name: _____

Property Address: _____

Roofing Permit Number: _____

Dear Building Official:

I, _____, certify that I am not required to retrofit the roof to wall connections of my building because:

- The just valuation for the structure for purposes of [ad valorem taxation](#) is less than \$300,000.00.
- The building was constructed in compliance with the provisions of the Florida Building Code.

Signature of Qualifying Agent:

Print Name:

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____
day of _____, 20 _____,

(SEAL)

____ Personally known ____ or Produced Identification: _____

When the just valuation of the structure for purposes of [ad valorem taxation](#) is equal to or more than \$300,000.00, and the building was not constructed in compliance with the FBC, an **affidavit** of Roof to Wall Connection Hurricane Mitigation Retrofit **must** be provided.

**AFFIDAVIT OF COMPLIANCE WITH ROOF TO WALL CONNECTION HURRICANE
MITIGATION RETROFIT FOR EXISTING SITE-BUILT SINGLE FAMILY RESIDENTIAL
STRUCTURES PURSUANT TO SECTION 553.844 F.S.**

Date: _____

To: Building Official, City of Miami Beach
1700 Convention Center Dr.
Miami Beach, FL 33139

Re: Owner's Name: _____

Property Address: _____

Roofing Permit Number: _____

Dear Building Official:

I _____, certify that I have improved the roof to wall connections of the referenced property as required by the Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single Family Residential Structures as adopted by the Florida Building Commission by [Rule 9B-3.047 F.A.C.](#)

Signature of Qualifying Agent:

Print Name:

STATE OF FLORIDA COUNTY OF MIAMI-DADE

Sworn to and subscribed before me this _____

day of _____, 20_____,

(SEAL)

____ Personally known _____ or Produced Identification: _____

Special Inspector for Mitigation Retrofit

Permit: _____

I / We _____ have been retained by _____ to perform special inspector services under the Florida Building Code, property located at _____ as of _____. I am a registered Architectural/Professional Engineer licensed in the state of Florida.

Note: Only check next to the applicable item.

- Special Inspector for installation of roof to wall connectors as required by [F.S. 553.844](#)
- Special Inspector for re-nailing of sheathing as required by F.S. 553.844 and the Florida Building Code, HVHZ
- Special Inspector for roof secondary water barrier as required by F.S. 553.844
- Other _____

The following individual(s) employed by this firm or me are authorized representatives to perform inspections. *

- 1. _____
- 2. _____
- 3. _____
- 4. _____

- * **Special Inspectors utilizing representatives shall insure the authorized representative is qualified by education or licensure to perform the duties assigned by the Special Inspector. The qualifications shall include one of the following:**
- 1. Licensure as a professional engineer or architect.**
 - 2. Graduation from an engineering education program in civil or structural engineering.**
 - 3. Graduation from an architectural education program.**
 - 4. Successful completion of the NCEES Fundamentals Examination.**
 - 5. Registration as a building inspector or general contractor.**

I will notify the City of Miami Beach Building Department of any changes regarding authorized personnel performing inspection services.

I understand that all mandatory inspections, as required by the Florida Building Code, shall be requested by the permit holder and approved by the Building Department inspectors. Inspections performed by the Special Inspector hired by the Owner are in addition to the mandatory inspections performed by the Building Department. A Special Inspection Log for each building must be displayed in a convenient location on the site for inspection by the Building Department inspectors. Further, upon completion of the work under each permit, I will submit to the Building Department at the time of final inspection the completed Inspection Log form and sealed statement that, to the best of my knowledge, belief and professional judgment those portions outlined above meet the intent of the Florida Building Code and are in subsequent accordance with the approved plans.

Architect/Engineer Signature: _____

Architect/Engineer Print Name: _____

Address: _____

Phone Number: _____

E-mail address: _____

Signed and Sealed:

Owner/Agent's Signature: _____

License Number: _____

Owner/Agent's Name Printed: _____

Date: _____

Building Department
Accepted By: _____



Building Department
1700 Convention Center Drive, 2nd FL
Miami Beach, Florida 33139
Telephone: 305-673-7610
<http://www.miamibeachfl.gov/city-hall/building/>

SHEATHING AFFIDAVIT

Permit No.: _____

Job Address: _____

Contractor/Roofing Company Name: _____

Qualifier Name: _____ License No.: _____

Contractor Address: _____

I, _____, do hereby affirm:
(Print Name of Qualifier)

That I will personally inspect and be responsible for the re-nailing of the existing roof sheathing as required by **Florida Building Code (FBC, 6th Edition-2017) Section 2322.2.8** for the area covered by the roofing permit referenced above and further state that the re-nailing of the sheathing meets the requirements of the current edition of the Florida Building Code sections 2322.2.

FBC [Section 2322.2.2](#) Board roof sheathing shall have a net thickness of not less than ¾ inch when the span is not more than 28 inches or ⅝ inch when the span is not more than 24 inches, shall have staggered joints and shall be nailed with 8d common nails not less than two in each 6 inch board nor three in each 8 inch board at each support.

FBC Section 2322.2.8 when existing roofs are re-roofed to the point that the existing roofing is removed down to the plywood sheathing, the existing roof sheathing shall be re-nailed with 8d common nails (0.131 diameter by 2-½" long with a 0.281 diameter full round head). Power driven 8d nail shall be of the same dimensions. Nail spacing shall be six inches on center at panel edges, six inches on center at intermediate supports, and where applicable 10d nails four inches on center over gable ends and sub-fascia. Existing fasteners may be utilized to achieve such minimum spacing.

(Qualifier/Contractor Signature) (Date)

_____, having first been duly sworn, does
(Print Name of Qualifier/Contractor)

affirm the statement above to be true and correct by his/her own personal knowledge.

(Notary Signature) (Date)

___ Personally Known to me

___ Produced photo Identification- Type of Identification _____

*An owner/builder acting as contractor is considered the qualifier for this code.

ROOFING CONTRACTORS' REGISTRATION CHECKLIST

- _____ COPY OF [STATE OF FLORIDA LICENSE](#) OR [CERTIFICATE OF COMPETENCY](#)
- _____ COPY OF [DADE COUNTY OCCUPATIONAL](#) AND / OR MUNICIPAL LICENSE
- _____ CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
- _____ [WORKMEN'S COMPENSATION](#) INSURANCE OR [EXEMPTION](#) FROM STATE OF FLORIDA.

ROOFING PERMIT CHECKLIST (required for ALL permits to be accepted)

- _____ [Permit application](#) signed & notarized by property owner & contractor.
- _____ [High Velocity Permit Application Form](#) (2 copies).
- _____ Copy of insured value of the home.
- _____ Copy of the [Ad Valorem taxation](#) value of the home.
- _____ [Workers Compensation](#) insurance certificate (required for ALL permits submitted).
 - If Worker's Comp. Exemption is used, the exemption certificate MUST include the names up of to 3 employees working on the job along with a printout of the corporate info from www.sunbiz.org. The printout must include the names listed on the exemption certificate.
 - **MUST** provide insurance certificate for any additional workers on the job site.
- _____ Owner's notification for roofing permits (2 copies)
- _____ N.O.A.'S / Product Approvals (must submit all the pages) (2 copies)

TWO COPIES OF ALL ITEMS BELOW!

Home insured at
[ABOVE](#)
\$ 300,000.00

Home insured at
[BELOW](#)
\$300,000.00

[Re-nailing of sheathing](#) as required by Section [2322.2.8](#) of the Florida Building Code, (6th edition, 2017) HVHZ.

[Certification](#) of the roof secondary water barrier & deck attachments.

[Owner's affidavit](#) of roof to wall connection.

[Qualifier's affidavit](#) of roof to wall connection, Engineer's report of inspections with pictures.

[Special inspector](#) form (must be submitted with roof application).

NOTE: EVERYTHING CHECKED OFF MUST BE PRESENTED AT TIME OF SUBMITTAL. THESE ARE THE PRELIMINARY REQUIREMENTS FOR SUBMITTAL. THE PLANS WILL BE REVIEWED BY THE APPROPRIATE INSPECTORS AND FURTHER INFORMATION MAY BE REQUIRED BEFORE FINAL APPROVAL.

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 (6th 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.