VILLAGE OF PINECREST
Building & Planning Department

MEMORANDUM

DATE: January 1, 2024

TO: ROOFING CONTRACTORS / HOMEOWNERS

FROM: Paul W. Buckler, R.A., Building Official

RE: Roofing Permit Applications

Attached please find the Uniform Roofing Permit Application Forms for the Florida Building Code 8th Edition (2023) (High Velocity Hurricane Zone).

All applications submitted for re-roofing and new roofs shall include the fully executed permit application and the applicable form sections along with the product approval packet.

12645 Pinecrest Parkway, Pinecrest, Florida 33156 | T: 305.234.2121 | F: 305.234.2133 | www.pinecrest-fl.gov

VILLAGE OF PINECREST
Building & Planning Department

COMMERCIAL REROOFING

The following applicable statements are required to be completed when applying for commercial reroofing permit applications:

Job Address: _____

Process Number: _____

Is there insulation in the existing roof system? ☐ Yes ☐ No

If Yes, then I attest that the insulation to be installed in the proposed roofing system shall have the same thickness and R-Value as the existing insulation.

Note: Structures built after March 15, 1979 must comply with the Florida Energy Code.

Signature:_____*(required)*

☐ Architect ☐ P.E. ☐ Roofing Contractor

License Number: _____

☐ No Change

I attest that the proposed roofing system is an exact replacement of the existing roofing system. I also attest that the existing overflow drains and/or scuppers are sized so that no more than 5" of water will accumulate on any portion of this roof.

Signature:_____*(required)*

☐ Architect ☐ P.E. ☐ Roofing Contractor

License Number: _____

OR

☐ Change to the roofing system

Roofing permit applications in other than Group R-3 occupancy, involving a change in the roofing system and recovery applications must include signed and sealed calculations for the supporting structure, and a statement as follows:

I have reviewed the structural and drainage adequacy of the existing roof structure with regard to the proposed roofing system and hereby approve the installation as proposed.

Signature:_____*(required)*

☐ Architect ☐ P.E.

License Number: _____

VILLAGE OF PINECREST
Building & Planning Department

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.

TO: Village of Pinecrest Building Department
12645 Pinecrest Parkway
Pinecrest, Florida 33156

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

_____
License Number

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

_____
NOTARY PUBLIC – STATE OF FLORIDA

Sworn to and subscribed before me this_____day of (SEAL)
_____, 20_____.

_____Personally known
_____ or Produced Identification

VILLAGE OF PINECREST
Building & Planning Department

AFFIDAVIT OF COMPLIANCE WITH ROOF DECKING ATTACHMENT AND SECONDARY WATER BARRIER

HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-BUILT SINGLE FAMILY RESIDENTIAL STRUCTURES

PER FLORIDA BUILDING CODE 8th Ed. (2023)

TO: Village of Pinecrest Building Department
12645 Pinecrest Parkway
Pinecrest, Florida 33156

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 Florida Building Code 8th Ed. (2023) (Existing Building) Section 706.7.1.

_____
Signature of Qualifying Agent

_____
Print Name

_____
License Number

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

_____
NOTARY PUBLIC – STATE OF FLORIDA

Sworn to and subscribed before me this_____day of (SEAL)
_____, 20_____.

_____Personally known
_____ or Produced Identification

Revised 1/2024

VILLAGE OF PINECREST
Building & Planning Department

OWNER'S AFFIDAVIT OF EXEMPTION

ROOF TO WALL CONNECTION HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-BUILT SINGLE FAMILY RESIDENTIAL STRUCTURES 2023 FLORIDA BUILDING CODE (EXISTING) SECTION 706.8

TO: Village of Pinecrest Building Department
12645 Pinecrest Parkway
Pinecrest, Florida 33156

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 building is uninsured or has an insurance value of $300,000 or less ***AND,***

Has a just valuation for the structure for purposes of ad valorem taxation is less than $300,000. ***(Provide copy of Miami-Dade County Property Appraiser's Assessment)***

(or)

☐ The building was constructed in compliance with the provisions of the Florida Building Code (FBC) or with the provisions of the 1994 edition of the South Florida Building Code (1994 SFBC) ***(Provide copy of Certificate of Occupancy)***

(or)

☐ The roof-to-wall connections for gables and all corners cannot be completed for less than 15% of the cost of the roof replacement. ***(Provide an estimate of costs for retrofit improvements by a General Contractor or Roofing Contractor)***

Signature of Property Owner _____

Print Name _____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

_____
NOTARY PUBLIC – STATE OF FLORIDA

Sworn to and subscribed before me this_____day of (SEAL)

_____, 20_____.

Revised 1/2024

VILLAGE OF PINECREST
Building & Planning Department

REQUIRED OWNERS NOTIFICATION FOR ROOFING CONSIDERATIONS

It is the responsibility of the roofing contractor to provide the owner with the required roofing permit, and to ex- plain to the owner the content of this form. The owner's initials in the designated space 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) 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 roofsystem).

☐ **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 owner 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 wa- ter 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 buildup 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 requirements of: Chapter 15 and 16 herein and the Florida Building Code, Plumbing.

☐ **7. Ventilation:** Most roof structures should have some ability to vent natural airflow through the interior of the structural assembly (the building itself). The existing amount of attic ventilation shall not be reduced.

☐ **8. Existing Solar Systems:** The re-installation of an existing roof mounted photovoltaic system requires a separate permit. Permit must be obtained in order to finalize the roofing permit.

OWNER'S/AGEN'TS SIGNATURE **DATE**

CONTRACTOR'S SIGNATURE **PERMIT NUMBER**

PROPERTY ADDRESS **STATE** **ZIP**

Revised 1/2024

Florida Building Code 8th Edition (2023)

High Velocity Hurricane Zone Uniform Roofing Application Form for Village of Pinecrest

INSTRUCTION PAGE

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

Roof System	Required Sections of the Permit Application Form	Attachments Required See List Below
Low Slope Application	A,B,C	1,2,3,4,5,6,7
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 Product Approval
5.	Municipal Permit Application
6.	Owner's Notification for Roofing Considerations (Reroofing Only)
7.	Any Required Roof Testing / Calculation Documentation

Florida Building Code 8th Edition (2023)
High Velocity Hurricane Zone Uniform Roofing Application Form for Village of Pinecrest

Section A (General Information)

Master Permit Number:_____ Process Number: _____

Contractor's Name: _____

Job Address: _____

ROOF CATEGORY

☐ Low Slope ☐ Mechanically Fastened Tile ☐ Mortar / Adhesive Set Tile

☐ Asphaltic Shingles ☐ Metal Panel/ Shingles ☐ Wood Shingles / Shakes

ROOF TYPE

☐ New Roof ☐ Repair ☐ Maintenance ☐ Reroofing ☐ Recovering

ROOF SYSTEM INFORMATION

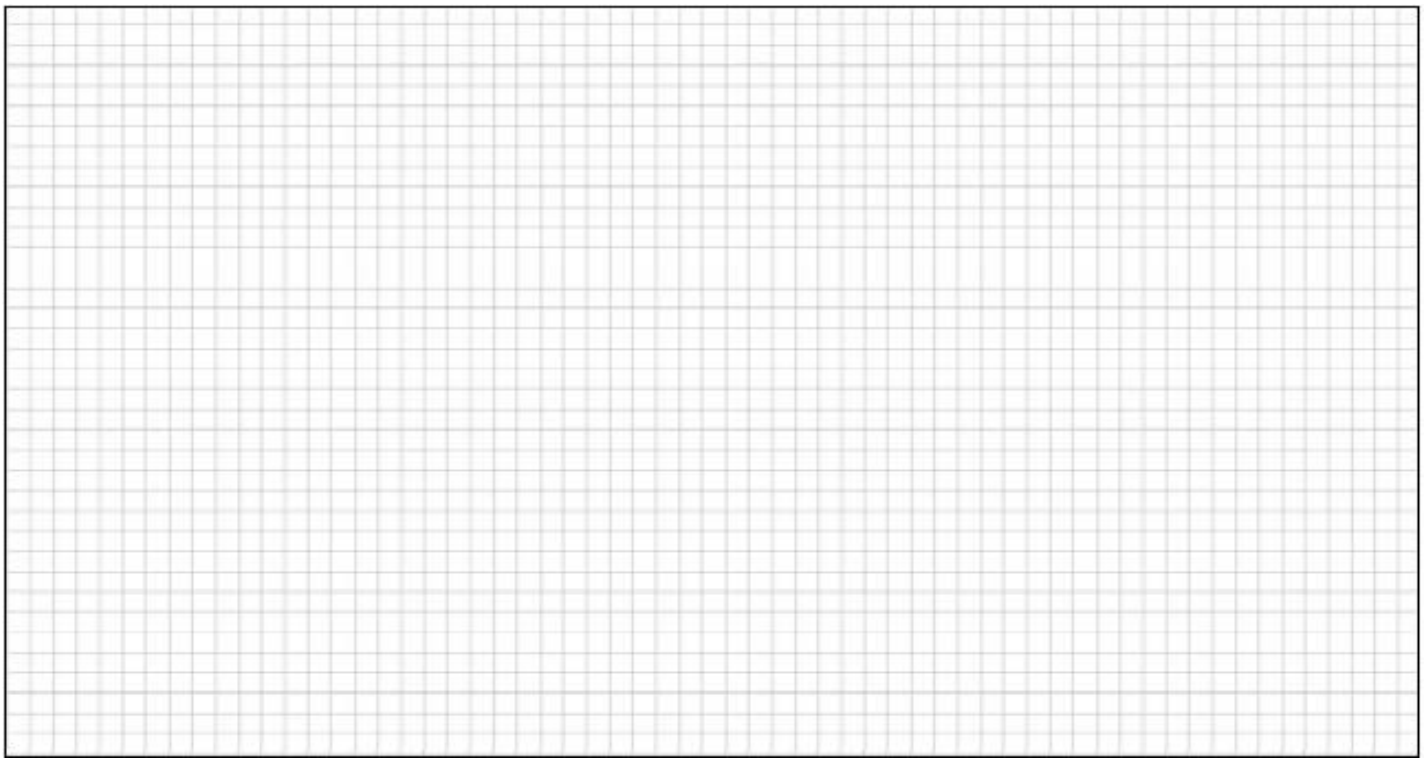
Low Slope Roof Area (ft²) _____ Steep Sloped Roof Area (ft²) _____ Total (ft²) _____

Are there gas vents on the roof? Yes ☐ No ☐ If Yes what type? ☐ Natural ☐ LPX

Is there an existing roof top Solar System? ☐ Yes ☐ No If yes will it be reinstalled? ☐ Yes ☐ No

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.



Section C (Low Sloped Roof Systems)

Fill in Specific Roof Assembly Components and Identify manufacturer
(If a component is not used, identify as "NA")

System Manufacturer: _____

Product Approval # _____

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) and 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 @ Laps,# Rows _____ @ _____" oc

Zone 1 _____" oc @ Laps, # Rows _____ @ _____" oc

Zone 2 _____" oc @ Laps # Rows _____ @ _____" oc

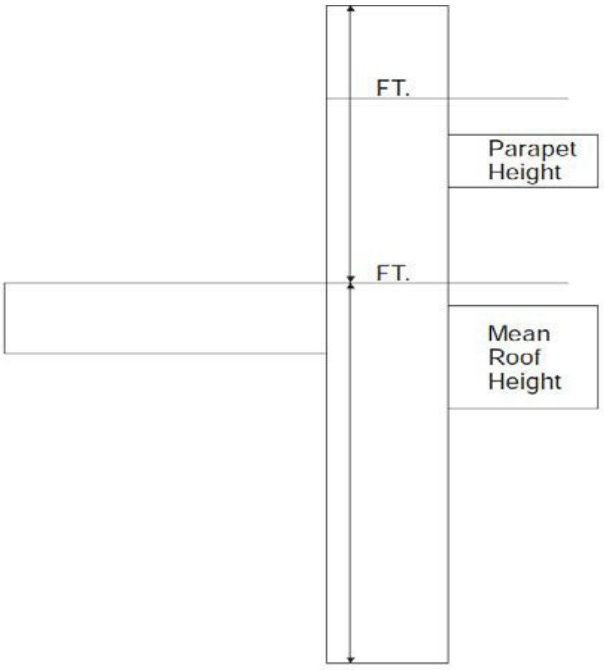
Zone 3 _____" oc @ Laps, # Rows _____ @ _____" oc

Number of Fasteners Per Insulation Board

Zone 1': _____ Zone1: _____ Zone 2: _____ Zone 3: _____

Illustrated 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 Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing or Submit Manufactures Details that Comply with RAS 111 and Chapter 16.



Florida Building Code 8th Edition (2023)
High Velocity Hurricane Zone Uniform Roofing Application Form for Village of Pinecrest

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Section D (Steep Sloped Roof System)

Roof System Manufacturer: _____

Product Control Number: _____

Minimum Design Wind Pressures, From Applicable RAS 127 Table or Calculations:

Zone 1:_____Zone 2:_____Zone 3:

Slope Range: ☐ ≥ 2:12 to≤ 4:12 ☐ > 4:12 to ≤ 6:12 ☐ > 6:12 to ≤ 12:12

Roof Shape: ☐ All Hip Roof ☐ Gable Roof or Partial Gable/Hip Roof

Deck Type:

Underlayment Type:

Roof Slope: _____: 12

Insulation:

Fire Barrier:

Ridge Ventilation? _____

Fastener Type & Spacing:

Cap Sheet Type:

Mean Roof Height: _____

Cap Sheet Attachment:

Roof Covering:

Drip Edge Type & Size:

Florida Building Code 8th Edition (2023)
High Velocity Hurricane Zone Uniform Roofing Application Form for Village of Pinecrest
Section E (Tile Calculations)

For Moment based tile systems, choose Method 1. Compare the values for M_r with the values from M_f. If the M_f 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"
Enter positive uplift pressures when using this table

(Zone 1:_____x λ_____=_____) – Mg:_____= Mr_1_____Product Approval Mf: _____

(Zone 2:_____x λ_____=_____) – Mg:_____= Mr_2_____Product Approval Mf: _____

(Zone 3:_____x λ_____=_____) – Mg:_____= Mr_3_____Product Approval Mf: _____

Tile attachment method: ***Alternate Tile attachment method:***

For Uplift Based tile systems use Method 3. Compare the values for F' with the values for Fr. If the F' values are greater than or equal to the Fr 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:_____x L =_____x W =_____) – (w) x cos θ_____) = Fr_1_____Product Approval F': _____

(Zone 2:_____x L =_____x W =_____) – (w) x cos θ_____) = Fr_2_____Product Approval F': _____

(Zone 3:_____x L =_____x W =_____) – (w) x cos θ_____) = Fr_3_____Product Approval F': _____

***Method 2 "Simplified Tile Calculations" only applicable in Broward County.**

Where to obtain information		
Description	**Symbol**	**Where to Find**
Design Pressure	Zones 1, 2, 3	From the applicable Table in RAS- 127 or be an engineering analysis prepared by a PE based upon ASCE 7
Mean Roof Height	H	Job Site
Roof Slope	θ	Job Site
Aerodynamic Multiplier	λ	Product Approval / Notice of Acceptance
Restoring Moment due to Gravity	M_g	Product Approval / Notice of Acceptance
Attachment Resistance	M_f	Product Approval / Notice of Acceptance
Required Moment Resistance	M_r	Calculated
Minimum Attachment Resistance	F'	Product Approval / Notice of Acceptance
Required Uplift Resistance	F_r	Calculated
Average Tile Weight	w	Product Approval / Notice of Acceptance
Tile Dimensions	L=Length W= Width	Product Approval / Notice of Acceptance
All calculations must be submitted to the Building Official at the time of permit application.		