DATE: January 1, 2018

TO: ROOFING CONTRACTORS / HOMEOWNERS

FROM: Leo Llanos, P.E., Building Official

RE: Roofing Permit Applications


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.
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: ____________________________________________
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 ____________, 20_________.

Personally known

or Produced Identification
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 6th Ed. (2017)

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 6th Ed. (2017) [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__________, 20________.

_______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.

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)

☐ 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)

☐ 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 _______ 20____.

(SEAL)

Revised 1/2018
HIGH-VELOCITY HURRICANE ZONES REQUIRED OWNER’S NOTIFICATION FOR ROOFING CONSIDERATIONS

1524.1 Scope. 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 this chapter 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 designated space indicates that the item has been explained.

1) ________ Renailing Wood Decks:
   (initial)
   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, Building. (The roof deck is usually concealed prior to removing the existing roof system.)

2) ________ Exposed Ceilings:
   (initial)
   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.

3) ________ Overflow Scuppers (wall outlets):
   (initial)
   It is required that rainwater flows 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.

__________________________________      ______________      ___________________________
Owner’s / Agent’s Signature                                   Date        Contractor’s Signature
 SECTION 1525
HIGH-VELOCITY HURRICANE ZONES—UNIFORM PERMIT APPLICATION

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:

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

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
High-Velocity Hurricane Zone Uniform Permit Application Form

Section A (General Information)
Master Permit No.___________________________________________________   Process No. _______________
Contractor’s Name______________________________________________________________________________
Job Address__________________________________________________________________________________

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.

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

ROOF TYPE
☐ New roof ☐ Repair ☐ Maintenance ☐ Reroofing ☐ Recovering

ROOF SYSTEM INFORMATION
Low Slope Roof Area (SF)______    Steep Sloped Roof AREA (SSF)______    Total (SF)______
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:
P1:___________  P2:___________  P3:___________

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:

Field: ____" oc @ Lap, # Rows ____ @ ____" oc

Perimeter: ____" oc @ Lap, # Rows ____ @ ____" oc

Corner: ____" oc @ Lap, # Rows ____ @ ____" oc

Number of Fasteners Per Insulation Board:

Field _____ Perimeter _____ Corner _____

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.
Section D (Steep Sloped Roof System)

Roof System Manufacturer: ____________________________________________
Notice of Acceptance Number: _______________________________________
Minimum Design Wind Pressures, If Applicable (From RAS 127 or Calculations):
   P1: ___________   P1: ___________   P1: ___________

Roof Slope: _______ : 12

Ridge Ventilation? ________________

Mean Roof Height: ____________

Deck Type: ____________________________
Type Underlayment: __________________
Insulation: ____________________________
Fire Barrier: __________________________
Fastener Type & Spacing: _______________
Adhesive Type: _________________________
Type Cap Sheet: _______________________
Roof Covering: _________________________
Type & Size Drip Edge: ________________
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 $M_f$. 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”**

\[
\begin{align*}
(P1: & \_ \times \lambda \_ = \_ ) - M_g: \_ = M_{r1} \_ \quad \text{Product Approval } M_r \_ \\
(P2: & \_ \times \lambda \_ = \_ ) - M_g: \_ = M_{r2} \_ \quad \text{Product Approval } M_r \_ \\
(P3: & \_ \times \lambda \_ = \_ ) - M_g: \_ = M_{r3} \_ \quad \text{Product Approval } M_r \_
\end{align*}
\]

**Method 2 “Simplified Tile Calculations Per Table Below”**

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

<table>
<thead>
<tr>
<th>Mean Roof Height</th>
<th>15’</th>
<th>20’</th>
<th>25’</th>
<th>30’</th>
<th>40’</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:12</td>
<td>34.4</td>
<td>36.5</td>
<td>38.2</td>
<td>39.7</td>
<td>42.2</td>
</tr>
<tr>
<td>3:12</td>
<td>32.2</td>
<td>34.4</td>
<td>36.0</td>
<td>37.4</td>
<td>39.8</td>
</tr>
<tr>
<td>4:12</td>
<td>30.4</td>
<td>32.2</td>
<td>33.8</td>
<td>35.1</td>
<td>37.3</td>
</tr>
<tr>
<td>5:12</td>
<td>28.4</td>
<td>30.1</td>
<td>31.6</td>
<td>32.8</td>
<td>34.9</td>
</tr>
<tr>
<td>6:12</td>
<td>26.4</td>
<td>28.0</td>
<td>29.4</td>
<td>30.5</td>
<td>32.4</td>
</tr>
<tr>
<td>7:12</td>
<td>24.4</td>
<td>25.9</td>
<td>27.1</td>
<td>28.2</td>
<td>30.0</td>
</tr>
</tbody>
</table>

*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”**

\[
\begin{align*}
(P1: & \_ \times L \_ = \_ x w: \_ = \_) - W: \_ x \cos \theta \_ = F_{r1} \_ \quad \text{Product Approval } F’ \_ \\
(P2: & \_ \times L \_ = \_ x w: \_ = \_) - W: \_ x \cos \theta \_ = F_{r2} \_ \quad \text{Product Approval } F’ \_ \\
(P3: & \_ \times L \_ = \_ x w: \_ = \_) - W: \_ x \cos \theta \_ = F_{r3} \_ \quad \text{Product Approval } F’ \_
\end{align*}
\]

**Where to Obtain Information**

<table>
<thead>
<tr>
<th>Description</th>
<th>Symbol</th>
<th>Where to find</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Pressure</td>
<td>P1 or P2 or P3</td>
<td>RAS 127 Table 1 or by an engineering analysis prepared by PE based on ASCE 7</td>
</tr>
<tr>
<td>Mean Roof Height</td>
<td>H</td>
<td>Job Site</td>
</tr>
<tr>
<td>Roof Slope</td>
<td>$\lambda$</td>
<td>Job Site</td>
</tr>
<tr>
<td>Aerodynamic Multiplier</td>
<td>$\lambda$</td>
<td>Product Approval</td>
</tr>
<tr>
<td>Restoring Moment due to Gravity</td>
<td>$M_g$</td>
<td>Product Approval</td>
</tr>
<tr>
<td>Attachment Resistance</td>
<td>$M_r$</td>
<td>Product Approval</td>
</tr>
<tr>
<td>Required Moment Resistance</td>
<td>$M_r$</td>
<td>Calculated</td>
</tr>
<tr>
<td>Minimum Attachment Resistance</td>
<td>$F’$</td>
<td>Product Approval</td>
</tr>
<tr>
<td>Required Uplift Resistance</td>
<td>$F_r$</td>
<td>Calculated</td>
</tr>
<tr>
<td>Average Tile Weight</td>
<td>W</td>
<td>Product Approval</td>
</tr>
<tr>
<td>Tile Dimensions</td>
<td>L = length  W = width</td>
<td>Product Approval</td>
</tr>
</tbody>
</table>

All calculations must be submitted to the building official at the time of permit application.