



BUILDING & ZONING DIVISION MINIMUM PLAN REQUIREMENTS ROOFING

Site Address: _____ Primary Contractor or Owner: _____

Please provide the following information:

- I. A completed application form.
- II. **Two (2) Copy of Homeowners Insurance showing the insured value of the home or if not insured, provide a copy of the Property Appraisers value of the structure. (fill in value here) \$ _____**
- III. **Two (2) Copies** of this minimum requirements checklist.
- IV. **Two (2) copies** of manufacturer's specification sheets for roofing material and underlayment material.
- V. Pitch of the roof: _____
- VI. Check one: [☐] New [☐] Recovering [☐] Reroof
- VII. Indicate the number of squares used for each type of roof _____
- VIII. Describe the following:
 - A. The weight and type of materials used: _____
 - B. Spec Number: _____
 - C. ASTM number: D _____
 - D. Dade County NOA number: _____
 - E. Insulation (if any) _____
 - F. Manufacturer Name: _____
 - G. Type of deck: _____
 - H. Indicate nailing pattern of deck (must meet R.803.2.3.1) _____

Roofing permits in Fire Districts A (downtown) and B (St. Armand's Cr.)

Will require a Class A fire rated or Class B fire rated roofing system.

The requirements below are for site built single family homes.

Indicate by circling one of the following options concerning the secondary water barrier:

- a) All joints in structural panel roof sheathing or decking shall be covered with a minimum 4" wide strip of self-adhering polymer modified bitumen tape applied directly to the sheathing or decking. The deck and self-adhering polymer modified bitumen tape shall be covered with one of the underlayment systems approved for the particular roof covering to be applied to the roof.
- b) The entire roof deck shall be covered with an approved self-adhering polymer modified bitumen sheet. No additional underlayment shall be required on top of this cap sheet for new installations.
- c) The entire roof deck shall be covered with an approved asphalt impregnated 30# felt underlayment installed with nails and tin-tabs as required for the HVHZ. (No additional underlayment shall be required over the top of this sheet.
- d) Outside of the HVHZ , an underlayment complying with section 1507.2.3 of the Florida building Code, Building fastened as described below or a layer of asphalt impregnated approved #30 felt shall be installed. The felt is to be fastened with 1" round plastic cap or metal cap nails, attached to a nailable deck in a grid pattern of 12 inches (305mm) staggered between the overlaps, with 6-inch (152 mm) spacing at the overlaps. **For slopes of 2:12 to 4:12 an additional layer shall be installed in a shingle-fashion and lapped 19" and fastened as described above. (No additional underlayment shall be required over the top of this sheet.**

Please Note: All roofing must be applied by all of the following standards:

1. Hurricane Mitigation Retrofit for existing site built single family structures.
2. Standard for the Installation of Roof Coverings, Florida Building Code 2023, and 2023 FBC Residential.
3. Manufacturer's specifications and installation instructions.

ATTENTION CONTRACTORS: An Inspection Affidavit must be filled out and returned prior to the dry-in/flashing inspection. (No pictures are necessary).

Homeowners acting as their own contractor must call for a sheathing inspection to inspect the nailing pattern prior to dry-in and flashing inspections. Once the nailing pattern is inspected the owner may proceed **with dry-in and flashing of the entire roof surface and call in a dry-in and flashing inspection when completed. Once the dry-in and flashing inspections have been approved the owner is to proceed with installation of roofing materials, shingles, shakes, tile etc.**

When 25% of material is in place they will call for a roof in-progress inspection. When all material has been placed -the owner will call for a roofing final inspection.