



Permit Guide for Re-Roofing Permit

Department of Growth Management

August 2018

This guide provides the basic information necessary to enable the completion of a Building Permit Application for replacement of roofing materials permit.

Submittal Requirements Checklist:

1. _____ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information sheet.
2. _____ Building Permit Application. (Fillable permit) This must be completed by the customer. A Permit Technician can help with any questions. This can be notarized in our office providing the form has not been signed.
3. _____ Product Approval Sheet: Must be completed with manufacturer, product description and Florida approval number. This form must also be signed and dated.
4. _____ Application for Roofing Permit. This is a questionnaire that must be completed and signed.
5. _____ Copy of the Contract between the contractor and the owner/agent.

NOTES:

1. Some circumstances may require additional information to be submitted prior to a permit being issued.
2. Prior to calling for a Roofing Final Inspection, you must submit to the Okaloosa County Growth Management Department a completed "Inspection Affidavit Re-Roof" form.
3. Photographs of the roof, with the permit # or address clearly marked on
 - A. the deck of the roof, for the nailing pattern of the decking, and
 - B. the secondary water barrier (felt).
4. If an additional permit for roof to wall connections has been purchased, a completed "Inspection Affidavit Roof to Wall Connection" form must be submitted prior to requesting a Hurricane Clip Inspection and a Roofing Final Inspection. The work must be done by a licensed contractor other than a roofing contractor or the Homeowner acting as the contractor.

For further information, please contact one of our offices:

1250 Eglin Parkway N, Suite 301
Shalimar, FL 32679
850-651-7180

812 E James Lee Blvd (US 90 E)
Crestview, FL 32539
850-689-5080



Application for Roofing Permit

March 2012

1. Is the Roof permit for “existing” or “new” construction?

“New Construction” – New rules do not apply, ok to issue permit.

“Existing Construction” – Go to question #2.

2. Is the Roof permit for a “Single Family Residential Structure”?

“No” - New rules do not apply, ok to issue permit.

“Yes” - Got to question # 3.

3. Are they “Stripping the old roof off” or “Covering over the existing roof (also known as roof-over)”?

“Covering over existing roof” (per the Florida Building Code this is allowed 1 time) – New rules do not apply, ok to issue permit.

“Stripping old roof off” – Go to questions #4.

4. Was the house built after 3/1/02?

“Yes” – New rules do not apply, ok to issue permit.

“No” – New rules apply. The contractor must check the nail pattern and make corrections if necessary. (Max spacing 6” on center on the edges and in the plane). They must also provide a secondary water barrier. Give the applicant a copy of the roofing affidavit to complete and turn back in prior to the roof final inspection.

5. Is the house in the “Wind-borne Debris region”?

“No” – OK to issue permit under conditions outlined in #4.

“Yes” – Go to question #6.

6. Is the Just Market Value or Insured Value of the house \$300,000 or more? (You can verify using the Property Appraiser’s web site.)

“No” – OK to permit under conditions outlined in #4.

“Yes” – Roof to wall connections shall be improved up to 15% of the cost of the re-roofing by a General Contractor, Building Contractor or Residential Contractor as required by Section 201.3 of the Hurricane Mitigation Manual.

A separate permit is required for this work. An evaluation detailing the mitigation work to be done must be submitted along with the roof to wall connection permit application. This evaluation must be done by an Architect, Engineer, General Contractor, Building Contractor or Residential Contractor. A Hurricane Clip inspection is required for this permit.

PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 & Florida Administrative Code 9B-72, please provide product numbers as applicable to project. Product suppliers should provide approval number for purchased items.

Category/Subcategory	Manufacturer	Product Description	Design Pressure +/-	Wind Borne Debris Protection	Approval Number(s)
3. PANEL WALL					
A. SIDING					
B. SOFFITS					
C. EIFS					
D. STOREFRONTS					
E. CURTAIN WALLS					
F. WALL LOUVER					
G. GLASS BLOCK					
H. MEMBRANE					
I. GREENHOUSE					
J. OTHER					
4. ROOFING PRODUCTS					
A. ASPHALT SHINGLES					
B. UNDERLAYMENTS					
C. ROOFING FASTENERS					
D. METAL ROOFING					
E. WOOD SHINGLES					
F. ROOFING TILES					
G. ROOFING INSULATION					
H. WATERPROOFING					
I. BUILT UP ROOFING					
J. MODIFIED BITUMEN					
K. SINGLE PLY ROOF					
L. ROOFING SLATE					
M. CEMENTS-ADHESIVES					
N. LIQUID APPLIED ROOF SYSTEMS					
O. ROOF TILE ADHESIVE					
P. SPRAY APPLIED POLYURETHANE ROOF					
Q. OTHER					

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

 APPLICANT SIGNATURE

 DATE

**OKALOOSA COUNTY
BUILDING DIVISION**

RE: Permit # _____

Inspection Affidavit – Roof to Wall Connections

I _____, licensed as a(n) Contractor* /Engineer/Architect, or
(Please print name and circle License Type) FS 468 Building Inspector*

License #: _____

On or about _____, I did personally inspect the **roof to wall**
(Date & time)

Connections work at _____,
(Job Site Address)

_____ Based upon examination I have determined the existing roof to wall connections were
adequate according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 F.S.)

_____ I made the necessary corrections to comply with the Hurricane Mitigation Retrofit
Manual.

Signature

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online

notarization, this _____ by _____, who is
(Date) (Name of person acknowledging)

personally known to me or who has produced _____ as identification.
(Type of identification)

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

* General, Building, Residential, or any individual certified under 468 F.S. to make such an inspection. **This form must be on file at the Building Department prior to calling for a Hurricane Clip Inspection.**

**OKALOOSA COUNTY
BUILDING DIVISION**

RE: Permit # _____

Inspection Affidavit – Re-roof

I _____, licensed as a(n) Contractor* /Engineer/Architect, or
(print name and circle License Type) FS 468 Building Inspector*

License #; _____

On or about _____, I did personally inspect the **roof deck nailing**
(Date & time)

and/or secondary water barrier work at _____,
(circle one or both) (Job Site Address)

Based upon examination I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 F.S.)

Note: If house is in the wind-borne debris area and valued at \$300,000 or more, an additional affidavit from a structural contractor, engineer, or architect is required.

Signature

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online

notarization, this _____ by _____, who is
(Date) (Name of person acknowledging)

personally known to me or who has produced _____ as identification.
(Type of identification)

(Signature of person taking acknowledgment)

(Name typed, printed or stamped)

* General, Building, Residential, or Roofing Contractor or any individual certified under 468 F.S. to make such an inspection. This form must be on file at the Building Department prior to calling for a Roof Final Inspection. **Include photographs of the roof with the permit # or address # clearly shown marked on the deck for each type of inspection.**