



Permit Guide for Re-Roofing Permit

Department of Growth Management

July 2021

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. 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.

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.

Signature of Person Completing Form (11-7-07)

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



Inspection Affidavit Re-Roof

March 2012

Permit # _____

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

License # _____ On or about _____, did personally inspect the **roof deck nailing**
(date & time)

and/or secondary water barrier work at _____
(job location)

Based upon examination I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual (FS 553.844)

NOTE:

1. If the home 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.
2. This form must be on file in the Okaloosa County Growth Management department prior to calling for a Roof Final Inspection.
3. Photographs of the roof with the permit # or address clearly marked on the deck of the roof for each type inspection.

Signature

STATE OF FLORIDA
COUNTY OF _____

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

_____.

Personally Known _____
Produced Identification _____
Type of Identification _____

Notary Public, State of Florida, Signature (Seal)

*General, Building, Residential or Roofing Contractor or any individual certified under FS 468 to make such an inspection.



Inspection Affidavit Roof to Wall Connections

March 2012

Permit # _____

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

License # _____ On or about _____, did personally inspect the **roof to wall**
(date & time)

connections work at _____
(job location)

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

_____ I made the necessary corrections to comply with the Hurricane Retrofit Manual (FS 553.844).

NOTE: This form must be on file in the Okaloosa County Growth Management department prior to calling for a Hurricane Clip Inspection.

Signature

STATE OF FLORIDA
COUNTY OF _____

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

Personally Known _____
Produced Identification _____
Type of Identification _____

Notary Public, State of Florida, Signature (Seal)

*General, Building, Residential or Roofing Contractor or any individual certified under FS 468 to make such an inspection.