



# WILTON MANORS, *Island City*

2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

## COMMUNITY DEVELOPMENT SERVICES

(954) 390-2180 FAX: (954) 567-6069

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**ROOF/  
NEW AND RE-ROOF**

### **ROOF (NEW AND RE-ROOF)**

This checklist is designed to expedite permit application processing by ensuring that all required documentation is submitted with your application.

#### REQUIRED PERMIT APPLICATION(S)

- Building

#### MINIMUM PLAN SUBMITTAL

- Two (2) copies of the completed roofing application packets.
- Two (2) copies of the product approvals.
- Two (2) copies of the Statement of Responsibilities Regarding Asbestos from Broward County Environmental Protection & Growth Management Department. (if applicable)
- Owner/Builder Affidavit if installed/constructed by Owner. This must be signed in person at the Community Development Services Department. (shingle roof only)
- Two (2) copies of Homeowner's Association Approval, if required.

#### INSPECTIONS

Inspections must be submitted online, faxed or dropped off prior to **4:30 PM** for the next business day.

#### REVIEW STOP(S)

- Building

\*Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.





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**HIGH VELOCITY HURRICANE ZONES - REQUIRED OWNERS 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 explain to the owner the content of this section. The provisions of Chapter 15 of the *Florida Building Code, Building* govern the minimum requirements and standards of the industry for the 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 had been explained.

- \_\_\_\_\_ 1. **Re-nailing wood decks.** When replacing roofing, the existing wood roof deck may have to be re-nailed 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.** 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).** 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*.

\_\_\_\_\_  
Owner's/Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

**SECTION 1525  
HIGH-VELOCITY HURRICANE ZONES—UNIFORM PERMIT APPLICATION**

*Florida Building Code 6th Edition (2017)*  
**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:**

<b>Roof System</b>	<b>Required Sections of the Permit Application Form</b>	<b>Attachments Required See List Below</b>
Low Slope Application	A,B,C	1,2,3,4,5,6,7
Prescriptive BUR-RAS 150	A,B,C	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 of Product Approval
5.	Municipal Permit Application
6.	Owners Notification for Roofing Considerations (Reroofing Only)
7.	Any Required Roof Testing/Calculation Documentation

**Florida Building Code 6th Edition (2017)  
High-Velocity Hurricane Zone Uniform Permit Application Form**

**Section A (General Information)**

Master Permit No. \_\_\_\_\_ Process No. \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Job Address \_\_\_\_\_

**ROOF CATEGORY**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Low Slope          | <input type="checkbox"/> Mechanically Fastened Tile | <input type="checkbox"/> Mortar/Adhesive Set Tiles |
| <input type="checkbox"/> Asphaltic Shingles | <input type="checkbox"/> Metal Panel/Shingles       | <input type="checkbox"/> Wood Shingles/Shakes      |
|   | <input type="checkbox"/> Prescriptive BUR-RAS 150   |  |

**ROOF TYPE**

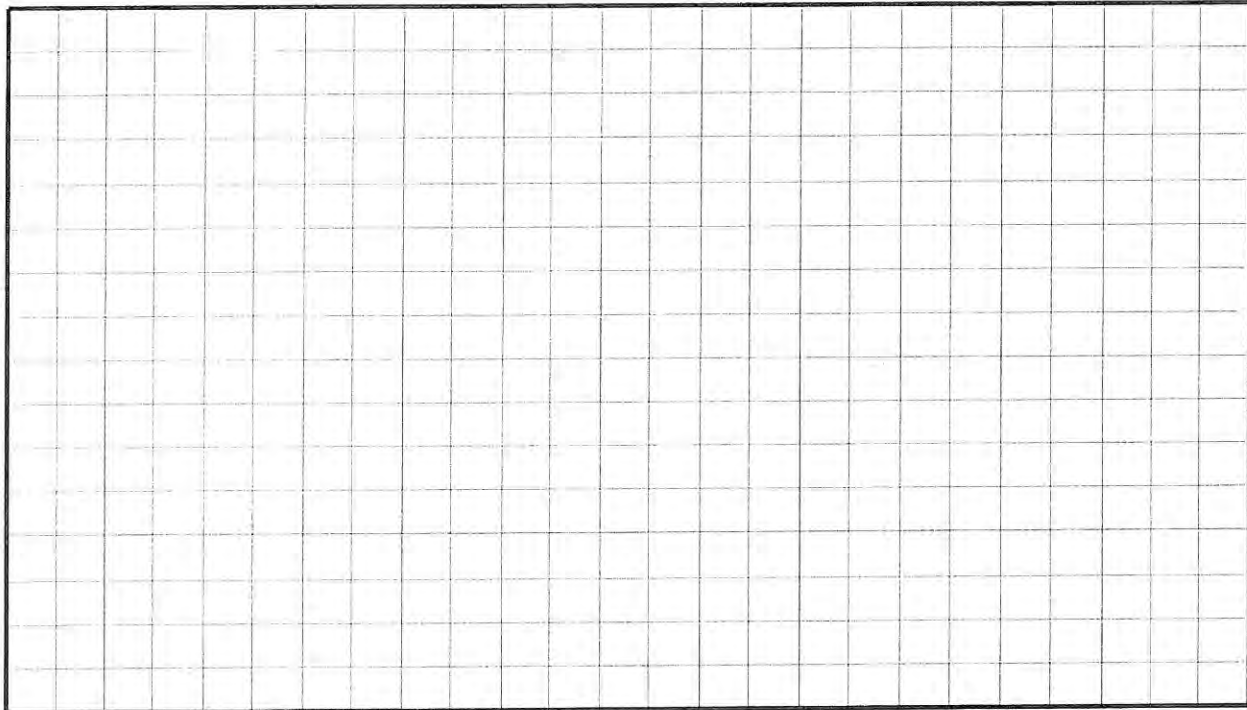
- |                                   |                                 |                                      |                                    |                                     |
|-----------------------------------|---------------------------------|--------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> New roof | <input type="checkbox"/> Repair | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Reroofing | <input type="checkbox"/> Recovering |
|-----------------------------------|---------------------------------|--------------------------------------|------------------------------------|-------------------------------------|

**ROOF SYSTEM INFORMATION**

Low Slope Roof Area (SF) \_\_\_\_\_ Steep Sloped Roof AREA (SSF) \_\_\_\_\_ Total (SF) \_\_\_\_\_

**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.



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**High-Velocity Hurricane Zone Uniform Permit Application Form**

**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

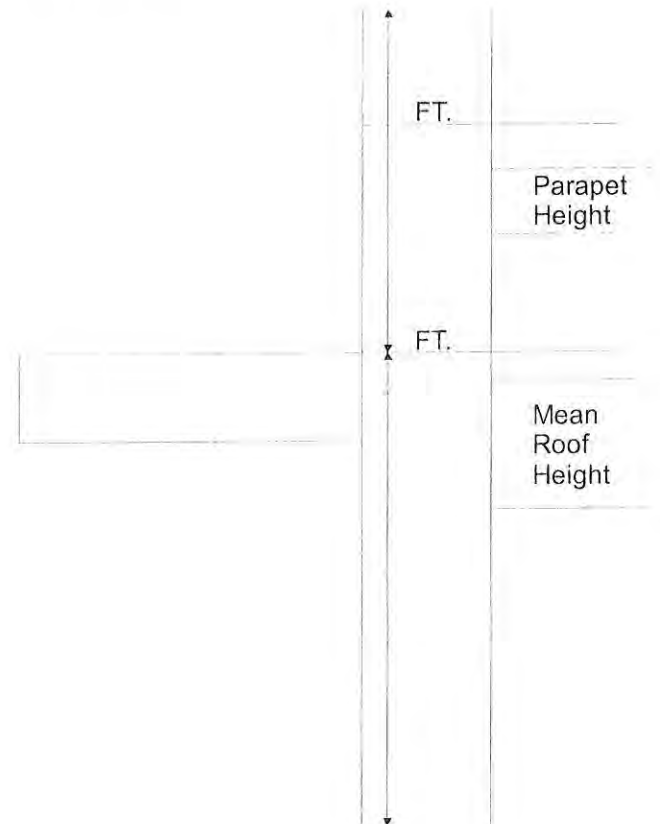
Number of Fasteners Per Insulation Board:

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.



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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: \_\_\_\_\_

Deck Type: \_\_\_\_\_

Type Underlayment: \_\_\_\_\_

Insulation: \_\_\_\_\_

Fire Barrier: \_\_\_\_\_

Fastener Type & Spacing: \_\_\_\_\_

Adhesive Type: \_\_\_\_\_

Type Cap Sheet: \_\_\_\_\_

Roof Covering: \_\_\_\_\_

Type & Size Drip Edge: \_\_\_\_\_

Roof Slope:  
\_\_\_\_\_: 12

Ridge Ventilation?  
\_\_\_\_\_

Mean Roof Height: \_\_\_\_\_



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**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  $M_i$ . If the  $M_i$  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"

(P1: \_\_\_ x  $\lambda$  \_\_\_ = \_\_\_) - Mg: \_\_\_ =  $M_{r1}$  \_\_\_ Product Approval  $M_i$  \_\_\_  
 (P2: \_\_\_ x  $\lambda$  \_\_\_ = \_\_\_) - Mg: \_\_\_ =  $M_{r2}$  \_\_\_ Product Approval  $M_i$  \_\_\_  
 (P3: \_\_\_ x  $\lambda$  \_\_\_ = \_\_\_) - Mg: \_\_\_ =  $M_{r3}$  \_\_\_ Product Approval  $M_i$  \_\_\_

Method 2 "Simplified Tile Calculations Per Table Below"

Required Moment of Resistance ( $M_r$ ) From Table Below \_\_\_\_\_ Product Approval  $M_i$  \_\_\_\_\_

M <sub>r</sub> required Moment Resistance*					
Mean Roof Height Roof Slope	15'	20'	25'	30'	40'
2:12	34.4	36.5	38.2	39.7	42.2
3:12	32.2	34.4	36.0	37.4	39.8
4:12	30.4	32.2	33.8	35.1	37.3
5:12	28.4	30.1	31.6	32.8	34.9
6:12	26.4	28.0	29.4	30.5	32.4
7:12	24.4	25.9	27.1	28.2	30.0

\*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. Compared 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"

(P1: \_\_\_ x L \_\_\_ = \_\_\_ x w: \_\_\_) - W: \_\_\_ x cos  $\Theta$  \_\_\_ =  $F_{r1}$  \_\_\_ Product Approval  $F'$  \_\_\_  
 (P2: \_\_\_ x L \_\_\_ = \_\_\_ x w: \_\_\_) - W: \_\_\_ x cos  $\Theta$  \_\_\_ =  $F_{r2}$  \_\_\_ Product Approval  $F'$  \_\_\_  
 (P3: \_\_\_ x L \_\_\_ = \_\_\_ x w: \_\_\_) - W: \_\_\_ x cos  $\Theta$  \_\_\_ =  $F_{r3}$  \_\_\_ Product Approval  $F'$  \_\_\_

Where to Obtain Information		
Description	Symbol	Where to find
Design Pressure	P1 or P2 or P3	RAS 127 Table 1 or by an engineering analysis prepared by PE based on ASCE 7
Mean Roof Height	H	Job Site
Roof Slope	$\Theta$	Job Site
Aerodynamic Multiplier	$\lambda$	Product Approval
Restoring Moment due to Gravity	$M_g$	Product Approval
Attachment Resistance	$M_i$	Product Approval
Required Moment Resistance	$M_g$	Calculated
Minimum Attachment Resistance	$F'$	Product Approval
Required Uplift Resistance	$F_r$	Calculated
Average Tile Weight	W	Product Approval
Tile Dimensions	L = length W = width	Product Approval
All calculations must be submitted to the building official at the time of permit application.		