



HOMEOWNER REROOFING PERMIT

To get a permit for re-roofing, appear in person at 214 Hogan Street, 2nd floor, between 7:00 a.m. and 3:30 p.m. Monday through Friday. You will need to bring proof of ownership (i.e.; Homestead Tax Exemption) and a photo ID. Note: per Florida Statute 489.103(7)(a); you can act as your own contractor "...on such property for the occupancy or use of such owners...".

When you arrive at the permitting office, obtain a numbered ticket from the ticket dispensing unit (located immediately in side permitting office front door), pick up a Roofing Permit Application, Notice of Commencement form and a Property Owner Disclosure at the Permit Processing counter. You will be called based on your ticket number and directed to the appropriate 'window'.

Information you will need to complete the Roofing Permit Applications includes:

- The slope of the roof. This is expressed as the number of vertical units per 12 horizontal units, for example 4:12. Shingles are not allowed on roof slopes less than 2:12.
- The amount of material you are installing, expressed in squares. One square equals one hundred square feet. Three bundles of most shingles equal one square. Some high-end architectural shingles are packaged four bundles to the square.
- The Florida Product Approval Number or the Notice of Acceptance (NoA) from Miami/Dade. You must provide all documents pertaining to your Florida Product Approval or NoA on site for installation instructions and for required inspections. These documents can be provided by your supplier or you can obtain them by visiting the appropriate web site: Florida Product Approval; "http://www.floridabuilding.org/pr/pr_app_srch.aspx" or Notice of Acceptance; "http://www.miamidade.gov/building/pc-search_app.asp".
- Job cost: Must include all costs associated to the improvements being made. Such as materials, dumpster fees, permit fees, etc.

Fill out the documents and sign them in the presence of a Notary Public (available at Permit Processing counter). Then, present your application to the Building Inspection Supervisor in room 254 for approval. The Permit Assistant at the Plans Review counter will input the information from the approved application into the computerized permitting system, and give you a bill to take to the Tax Collector for payment. The Tax Collector will give you a copy of the permit. The printed permit contains the telephone number for scheduling inspections.

Minor roofing repair permits involving less than five squares of material cost \$14.00 with no inspections required. For all other roofing permits, the fee is \$154.50, and at least a final inspection will be required. If the job is for a site-built detached single family dwelling, then an in-progress inspection may also be required.

A Notice of Commencement is required if the job cost exceeds \$2500.00. The notice is signed by the owner, notarized and recorded at the Clerk of the Court. There is a fee (approximately \$10.00) assessed by the Clerk of Court to record the one-page document. A copy of the recorded notice displaying the permit number must then be delivered to Archives room, Permit Processing counter, emailed to BIDDOCUMENTS@COJ.NET or faxed to 255-8552. Please note that the Notice of Commencement (NOC) is not required to obtain your permit, but if required must be filed with the Clerk of Court AND Building Inspections Division prior to obtaining any inspections.

The Building Inspection Division shall retain the right and option to perform such random inspections as may be deemed necessary to establish compliance with the Florida Building Code, Existing.

Reference 2014 Florida Building Code – Existing Building, 5th Edition section 708 and bulletins G-15-07, G-13-08, and G-08-10.