



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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**ROOFING CONTRACTOR
AFFIDAVIT**

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**ROOFING CONTRACTOR AFFIDAVIT
ROOF SHEATHING, TIN TAG AND ROOF METAL INSTALLATION**

(FOR EXISTING BUILDINGS ONLY)

TO: City of Wilton Manors Community Development Services Department

RE: Permit #: _____
Job Address: _____
Subdivision/Plaza: _____

From: _____ (Contractor)
_____ (Address)
_____ (Property Owner)
_____ (Address)

Certification Selection:

- Certification of re-nailing roof sheathing
- Certification of tin tag and roof metal installation
- Other: _____

I, _____, am certified as a roofing contractor and do hereby certify that all roof work indicated above has been performed at the above address in accordance with Chapters 15, 16 and 23 of the Florida Building Code. Photographs are being provided that clearly depict each step of the work.

Signature of Qualifier License # Date

Sworn and Subscribed Before Me This _____ Day of _____, _____.

SEAL

Notary Public My Commission



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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 7th Edition (2020) 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:**

Roof System	Required Sections of the Permit Application Form	Attachments Required See List Below
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

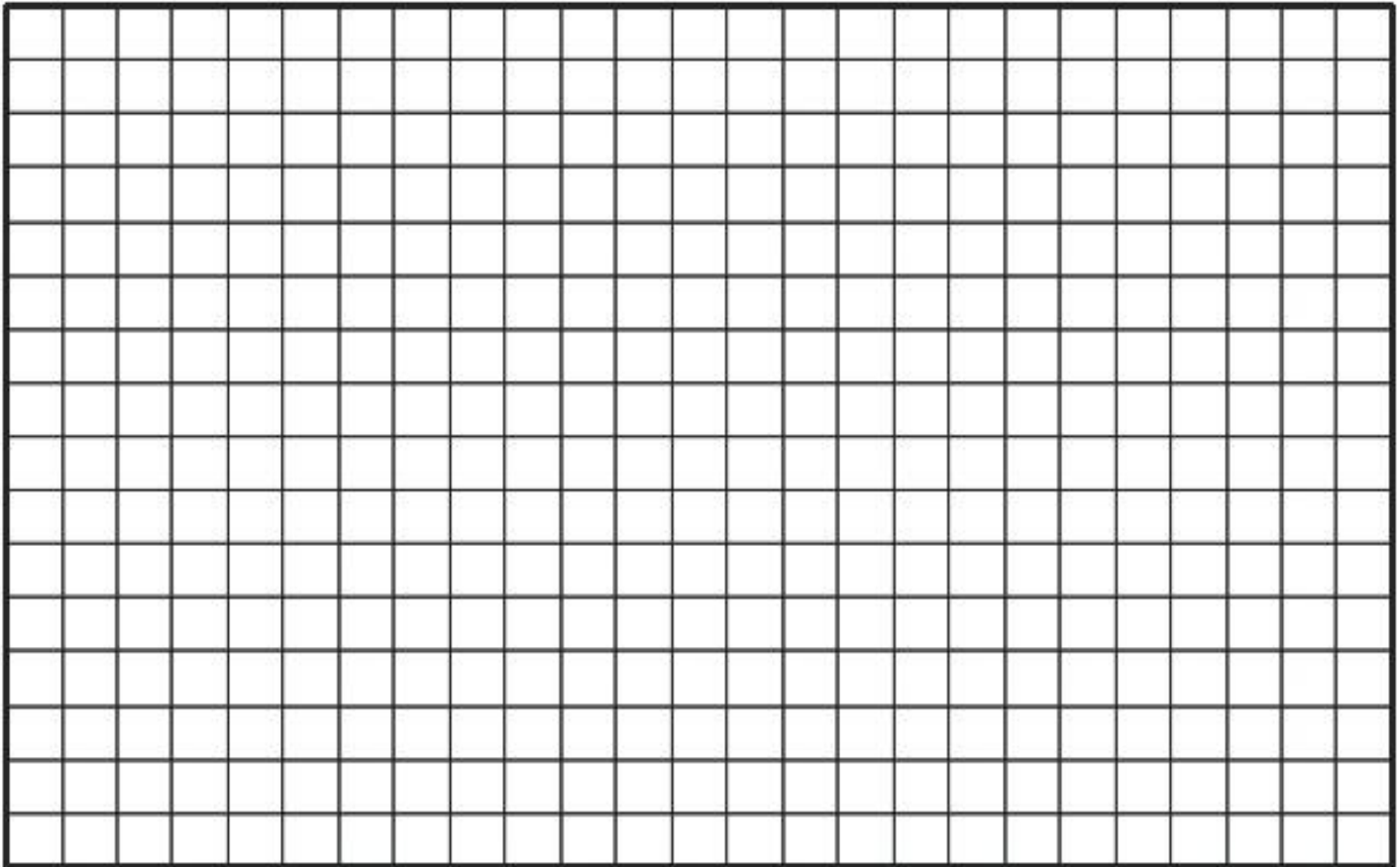
Section A (General Information)

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 (SF)_____				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.



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: Zone 1': _____ Zone 1: _____ Zone 2: _____ Zone 3: _____
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: _____

Section D (Steep Sloped Roof System)

Roof System Manufacturer:

Notice of Acceptance Number:

Minimum Design Wind Pressures, If Applicable (From RAS 127 or Calculations):

Zone 1: _____ Zone 2e: _____ Zone 2n: _____ Zone 2r: _____ Zone 3e: _____ Zone 3r: _____

Roof Slope:
_____: 12

Ridge Ventilation?

Mean Roof Height: _____

Deck Type:

Type Underlayment:

Insulation:

Fire Barrier:

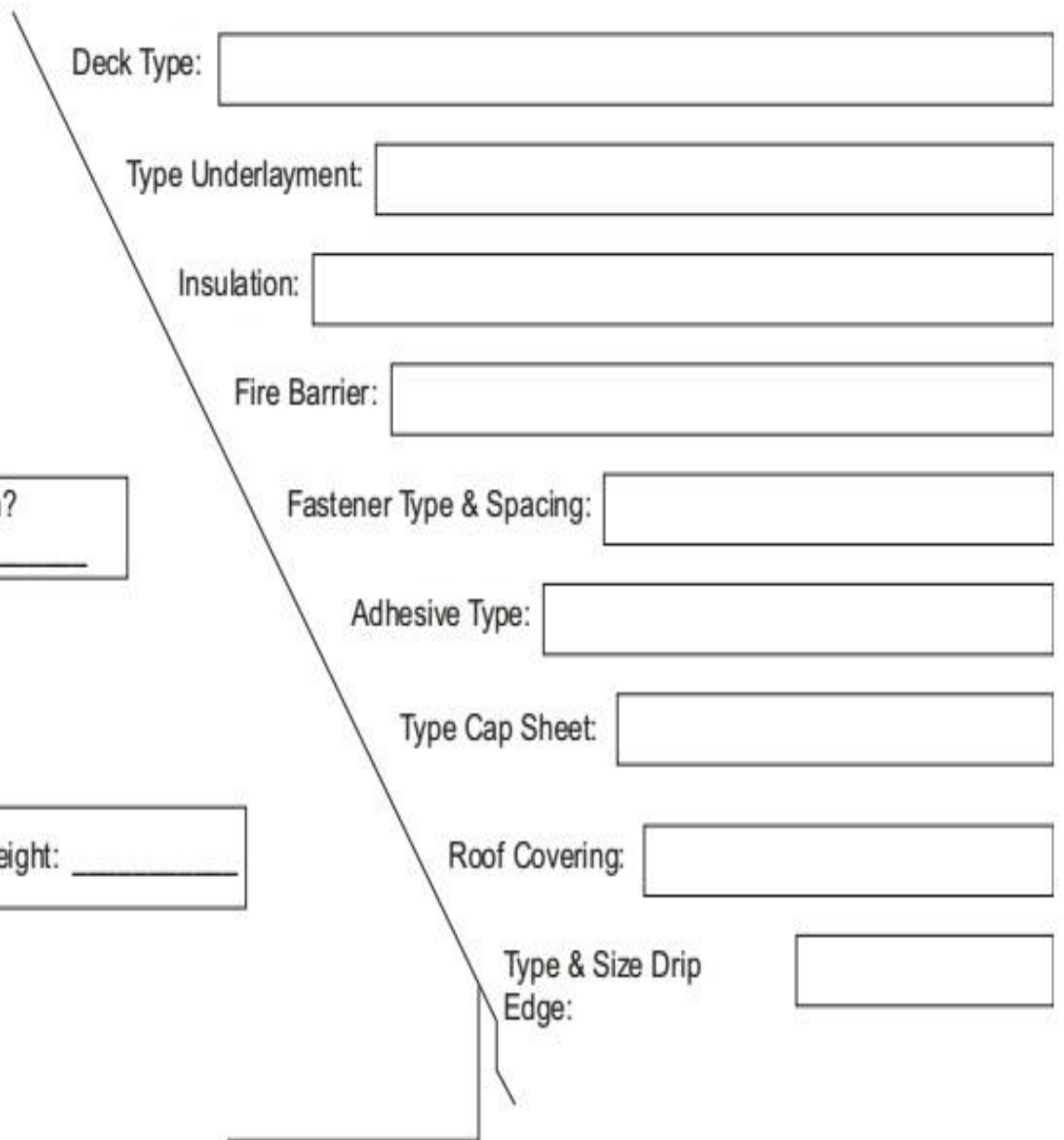
Fastener Type & Spacing:

Adhesive Type:

Type Cap Sheet:

Roof Covering:

Type & Size Drip
Edge:



Surfacing: _____

Fastener Spacing for Anchor/Base Sheet Attachment:

Zone 1': _____" oc @ Lap, # Rows _____ @ _____" oc

Zone 1: _____" oc @ Lap, # Rows _____ @ _____" oc

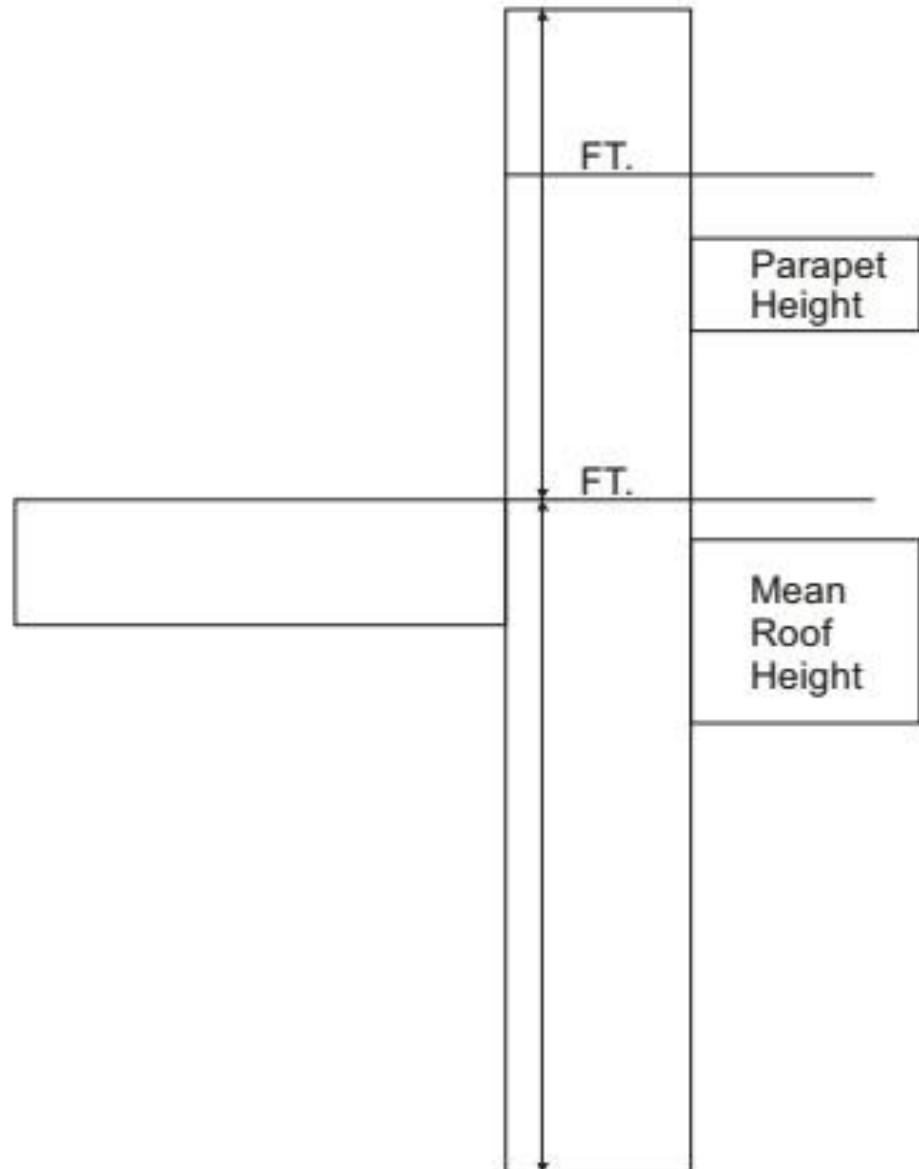
Zone 2: _____" oc @ Lap, # Rows _____ @ _____" oc

Zone 3: _____" oc @ Lap, # Rows _____ @ _____" oc

Number of Fasteners Per Insulation Board:

Zone 1': _____ Zone 1: _____ Zone 2: _____ Zone 3: _____

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.



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_r . If the M_r 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”

(Zone 1: ____ × λ ____ = ____) – Mg: ____ = M_{r1} ____	Product Approval M_r ____
(Zone 2e: ____ × λ ____ = ____) – Mg: ____ = M_{r2e} ____	Product Approval M_r ____
(Zone 2n: ____ × λ ____ = ____) – Mg: ____ = M_{r2n} ____	Product Approval M_r ____
(Zone 2r: ____ × λ ____ = ____) – Mg: ____ = M_{r2r} ____	Product Approval M_r ____
(Zone 3e: ____ × λ ____ = ____) – Mg: ____ = M_{r3e} ____	Product Approval M_r ____
(Zone 3r: ____ × λ ____ = ____) – Mg: ____ = M_{r3r} ____	Product Approval M_r ____

Method 2 “Simplified Tile Calculations Per Table Below”

Required Moment of Resistance (M_r) From Table Below _____ Product Approval M_r _____

M_r 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. Compare 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”

(Zone 1: ____ × L ____ = ____ × w: = ____) – W : ____ × cos r ____ = F_{r1} ____	Product Approval F' ____
(Zone 2e: ____ × L ____ = ____ × w: = ____) – W : ____ × cos r ____ = F_{r2e} ____	Product Approval F' ____

(Zone 2n: ____ x L ____ = ____ x w: = ____) – W: ____ x cos r ____ = F_{r2n} ____	Product Approval F' ____
(Zone 2r: ____ x L ____ = ____ x w: = ____) – W: ____ x cos r ____ = F_{r2r} ____	Product Approval F' ____
(Zone 3e: ____ x L ____ = ____ x w: = ____) – W: ____ x cos r ____ = F_{r3e} ____	Product Approval F' ____
(Zone 3r: ____ x L ____ = ____ x w: = ____) – W: ____ x cos r ____ = F_{r3r} ____	Product Approval F' ____

Where to Obtain Information

Description	Symbol	Where to find
Design Pressure	Zones 1, 2e, 2n, 2r, 3e, 3r	From applicable table in RAS 127 or by an engineering analysis prepared by PE based on ASCE 7
Mean Roof Height	H	Job Site
Roof Slope	θ	Job Site
Aerodynamic Multiplier	λ	Product Approval
Restoring Moment due to Gravity	M_g	Product Approval
Attachment Resistance	M_f	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.