



City of West Park

1965 South State Road 7
West Park, FL 33023
Tel# (954) 989-2676
Fax# (954) 989-2684

Reroof Permit Requirements

Listed below are the permit submittal requirements for a **roof permit**:

- City of West Park Permit Application (signed and notarized by the **owner** and **contractor**)
- Owner Builder Affidavit if homeowner is acting as contractor (owner must provide proof of residency at job address and this affidavit must be signed before a Notary Public at the Building Department)
- 2 Notices of Commencement if job cost is \$2,500 or more (filed at Broward County Governmental Center, Room 114, 115 S. Andrews Avenue, Fort Lauderdale, FL)
- 2 Completed Roofing Application Packets
- 2 Miami-Dade County Notices of Acceptance (Product Approvals)- obtained from point of purchase (please circle appropriate information instead of highlighting)
- Reroofs (Single-Family Residence) Require:
 - 2 Water Barrier/Sheathing Renailing Affidavits (complete owner and job address information only at time of submission- remainder of form to be completed and placed on job site by final inspection)
- Single-Family Residences (Structural only) with an assessed value of \$300,000 or more require:
 - One copy of the Broward County Property Appraiser's assessed valuation of the building- available at www.bcpa.net
 - Two Roof to wall connect affidavits (complete owner and job address information only at time of submission- remainder of form to be completed and placed on job site by final inspection)
- Commercial/Multi-Family Roofs required the County Asbestos Statement of Responsibility.
- Rooftop Equipment affidavit signed and notarized.



City of West Park

Building Division

1965 S State Road 7 West Park, Florida 33023

Telephone: (954)954-989-2688 Fax: (954) 954-989-2684

All roofing applications require this Rooftop Equipment Affidavit along with the High Velocity Hurricane Zone Uniform Permit Application Form.

ROOFTOP EQUIPMENT AFFIDAVIT

Job #: _____ Application #: _____

Subdivision: _____ Lot: _____ Block: _____

Company Name: _____

Address: _____

Name of Qualifier: _____ License #: _____

Is there any equipment on the rooftop?

No Yes

If Yes: Is there an existing code-approved curb or stand? Yes No

If curb or stand is proposed, two (2) copies of plans sealed by an engineer showing the attachment of stand/curb to roof and to the equipment are required. These plans must be according to Florida Building Code Section 1525 in its entirety. Upon submittal of an alteration or addition of a curb or stand, the Planning Division may determine that alteration of an existing screening device or addition of a screening device may be required.

Is there any electrical work to be completed?

No Yes If Yes: An electrical permit application is needed.

Qualifier/Contractor Signature

Date

Print Name of person signing document _____

Sworn to (or affirmed) and subscribed before me this ____/____/____

Who is personally known _____ OR Produced ID _____

Notary Public Signature

Notary Seal

Florida Building Code 5th Edition (2014)
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 Notice of Acceptance: 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 Notice of Acceptances
5.	Municipal Permit Application
6.	Owners Notification for Roofing Considerations (Re-Roofing Only)
7.	Any Required Roof Testing/Calculation Documentation

Florida Building Code 5th Edition (2014)
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 Tile |
| <input type="checkbox"/> Asphaltic Shingles | <input type="checkbox"/> Metal Panel/Shingles | <input type="checkbox"/> Wood Shingles/Shakes |

Prescriptive BUR-RAS 150

Are there
Gas Vent Stacks?
Yes No

ROOF TYPE

Type: Natural LPGX

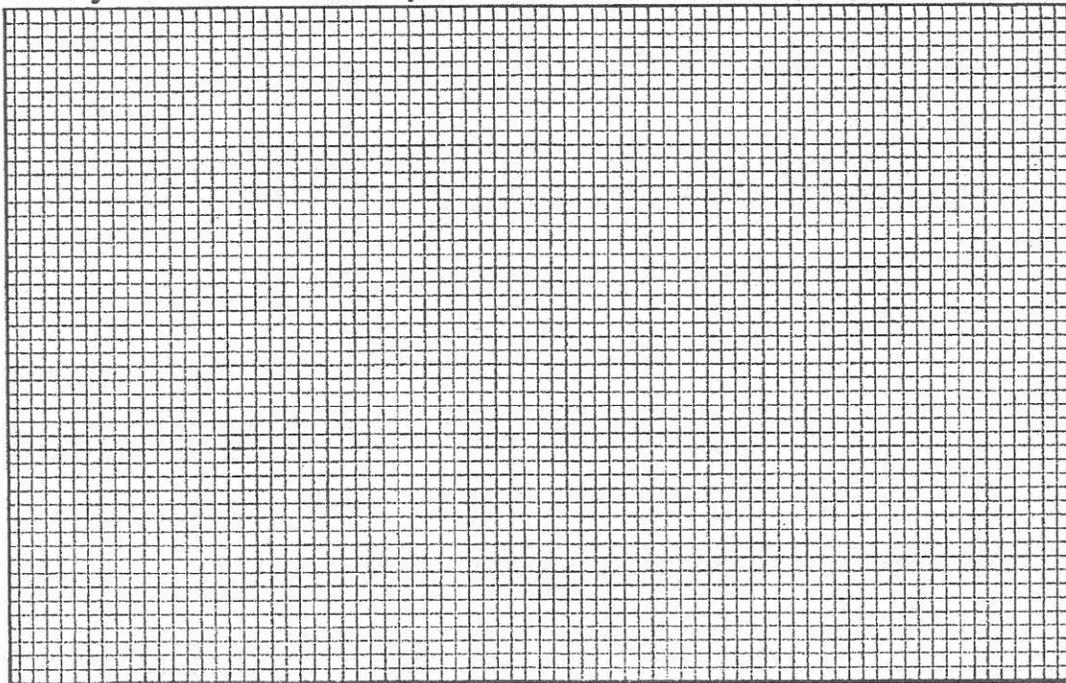
- | | | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> New Roof | <input type="checkbox"/> Re-Roofing | <input type="checkbox"/> Recovering | <input type="checkbox"/> Repair | <input type="checkbox"/> Maintenance |
|-----------------------------------|-------------------------------------|-------------------------------------|---------------------------------|--------------------------------------|

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.



Florida Building Code 5th Edition (2014)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section C (Low Sloped Roof System)

Fill in Specific Roof Assembly Components and Identify Manufacturer

(If a component is not used, identify as "NA")

System Manufacturer: _____

NOA No.: _____

Design Wind Pressures, From RAS 128 or Calculations:

Pmax1: _____ Pmax2: _____ Pmax3: _____

Max. Design Pressure, From the Specific NOA 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

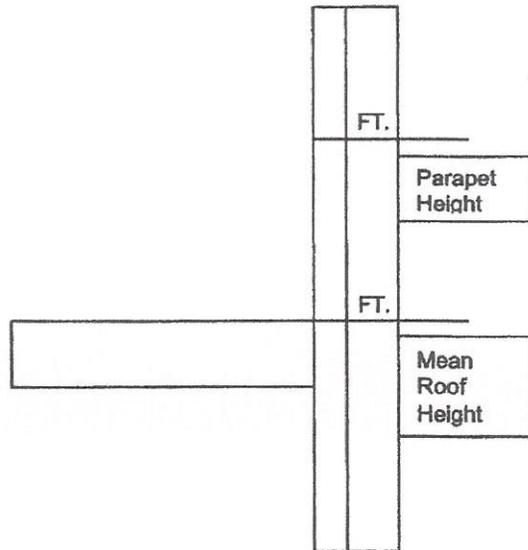
Number of Fasteners Per Insulation Board

Field _____ Perimeter _____ Corner _____

Illustrate Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Termination, Stripping, Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counter- Flashing, 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.



Florida Building Code 5th Edition (2014)
High-Velocity Hurricane Zone Uniform Permit Application Form

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: _____ P2: _____ P3: _____
Maximum Design Pressure (From the NOA Specific System): _____
Method of tile attachment: _____

Steep Sloped Roof System Description

Roof Slope: _____: 12	Deck Type: _____
Ridge Ventilation? _____	Type Underlayment: _____
Mean Roof Height: _____	Insulation: _____
	Fire Barrier: _____
	Fastener Type & Spacing: _____
	Adhesive Type: _____
	Type Cap Sheet: _____
	Roof Covering: _____
	Type & Size Drip Edge: _____

Florida Building Code 5th Edition (2014)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section E (Tile Calculations)

For Moment based tile systems, choose either Method 1 or 2. Compared 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"

$(P_1: \text{_____} \times \lambda \text{_____} = \text{_____}) - Mg: \text{_____} = M_{r1} \text{_____}$ NOA M_r _____
 $(P_2: \text{_____} \times \lambda \text{_____} = \text{_____}) - Mg: \text{_____} = M_{r2} \text{_____}$ NOA M_r _____
 $(P_3: \text{_____} \times \lambda \text{_____} = \text{_____}) - Mg: \text{_____} = M_{r3} \text{_____}$ NOA M_r _____

Method 2 "Simplified Tile Calculation Per Table Below"

Required Moment of Resistance (M_r) From Table Below _____ NOA 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. 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"

$(P_1: \text{_____} \times l: \text{_____} = \text{_____} \times w: \text{_____}) - W: \text{_____} \times \cos \theta: \text{_____} = F_{r1}: \text{_____}$ NOA F' _____
 $(P_2: \text{_____} \times l: \text{_____} = \text{_____} \times w: \text{_____}) - W: \text{_____} \times \cos \theta: \text{_____} = F_{r2}: \text{_____}$ NOA F' _____
 $(P_3: \text{_____} \times l: \text{_____} = \text{_____} \times w: \text{_____}) - W: \text{_____} \times \cos \theta: \text{_____} = F_{r3}: \text{_____}$ NOA 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	θ	Job Site
Aerodynamic Multiplier	λ	NOA
Restoring Moment due to Gravity	M_r	NOA
Attachment Resistance	M_r	NOA
Required Moment Resistance	M_r	Calculated
Minimum Attachment Resistance	F'	NOA
Required Uplift Resistance	F_r	Calculated
Average Tile Weight	W	NOA
Tile Dimensions	l= length w= width	NOA

All calculations must be submitted to the Building Official at the time of permit application.

**SECTION 1524
HIGH VELOCITY HURRICANE ZONES REQUIRED OWNERS NOTIFICATION FOR ROOFING
CONSIDERATIONS**

1524.1 As it pertains to this section, it is the responsibility of the roofing contractor to provide the owner with the required roofing permit, and to 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 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 adjacent box indicates that the item has been explained.

_____ **1. Aesthetics-Workmanship:** The workmanship provisions of Chapter 15 (High Velocity Hurricane Zone) are for the purpose of providing that the roofing system meets the wind resistance and water intrusion performance standards. Aesthetics (appearance) issues are not a consideration with respect to workmanship provisions. Aesthetic issues such as color or architectural appearance, that are not part of a zoning code, should be addressed as part of the agreement between the owner and the contractor.

_____ **2. Railing Wood Decks:** When replacing roofing, the existing wood roof deck may have to be railed in accordance with the current provisions of Chapter 16 (High Velocity Hurricane Zones) of the Florida Building Code. (The roof deck is usually concealed prior to removing the existing roof system).

_____ **3. Common Roofs:** Common roofs are those which have no visible delineation between neighboring units (i.e. townhouses, condominiums, etc.). In buildings with common roofs, the roofing contractor and/or owner should notify the occupants of adjacent units of roofing work to be performed.

_____ **4. 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 Florida Building Code provides the option of maintaining this appearance.

_____ **5. Ponding Water:** The current roof system and/or deck of the building may not drain well and may cause water to pond (accumulate) in low-lying areas of the roof. Ponding can be an indication of structural distress and may require the review of a professional structural engineer. Ponding may shorten the life expectancy and performance of the new roofing system. Ponding conditions may not be evident until the original roofing system is removed. Ponding conditions should be corrected.

_____ **6. Overflow scuppers (wall outlets):** It is required that rainwater flow off so that the roof is not overloaded from a build up 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 Florida Building Code, Plumbing.

_____ **7. Ventilation:** Most roof structures should have some ability to vent natural airflow through the interior of the structural assembly (the building itself). The existing amount of attic ventilation shall not be reduced. It may be beneficial to consider additional venting which can result in extending the service life of the roof.

Owner's/Agent's Signature Date _____/_____/_____

Contractor's Signature

Property Address Permit Number _____