

# RESIDENTIAL RE-ROOF SUPPLEMENT FORM

Address: \_\_\_\_\_ Permit: \_\_\_\_\_

Product approval information can be obtained from the following sources:

- [The Florida Department of Business & Professional Regulation Building Code Information Website](#)
- [The Miami-Dade County Building Code Compliance Website](#)
- Directly from the manufacturer

**This form must be submitted with all re-roof applications**

## EXISTING ROOF DATA

1. Is existing roof being removed:  Yes  No  
If no, please explain: \_\_\_\_\_
2. Type of existing roof:  Asphalt Shingle  Tile  TPO  Metal Panel  Built-Up  Single Ply  
 Wood Shake  Other (specify) \_\_\_\_\_
3. Roof Slope: \_\_\_\_\_
4. Type of existing roof framing:  Wood frame  Metal frame
5. Type of existing sheathing:  Wood sheathing  Wood plank  Metal Pan  Other (specify) \_\_\_\_\_

## NEW ROOF DATA

6. Roofing Manufacturer \_\_\_\_\_ Style or Model \_\_\_\_\_  
FL Product Approval or Miami/Dade # \_\_\_\_\_
7. Type of new roof:  Asphalt Shingle  Tile  TPO  Metal Panel  Built-Up  Single Ply  
 Wood Shake  Other (specify) \_\_\_\_\_
8. Is sheathing being replaced?  Yes  No If yes, how many squares? \_\_\_\_\_
9. Is roofing material being installed:  Directly to the deck  On battens
10. Roof area to be replaced:  More than 25% of total roof area or roof section (Entire roof system must be replaced)  
 Less than 25% of total roof area or roof section
11. Asphalt Saturated Felt Underlayment – Weight \_\_\_\_\_ ASTM Number \_\_\_\_\_
12. Non- Bitumen Synthetic Underlayment - FL Product Approval or Miami/Dade # \_\_\_\_\_
13. Rubberized Asphalt Underlayment - FL Product Approval or Miami/Dade # \_\_\_\_\_
14. Off ridge vents – FL Product Approval or Miami/Dade # \_\_\_\_\_
15. Ridge vents – FL Product Approval or Miami/Dade # \_\_\_\_\_
16. Skylights – FL Product Approval or Miami/Dade # \_\_\_\_\_

Other job specific pertinent information: \_\_\_\_\_

**It is the contractor's responsibility to verify that roofing products have been installed in accordance with their MFR. Specifications/Product Approvals. Compliance will be verified during field inspections.**

# Attention Roofing Contractors:

## RESIDENTIAL B168 Roof in Progress Guideline.

1. A MINIMUM of 50% of the roof must be properly dried-in and flashed at the time of the inspection. This inspection covers the code requirements for the installation of the underlayment, flashing, drip, valley linings and deck re-nailing where required by code.
2. A MAXIMUM of 50% of the roof is allowed to have the replacement shingles installed at your own risk, prior to this Inspection. In addition, at least one valley must remain open, leaving the underlayment and valley liner exposed for the inspection.
3. The product approvals and the installation instructions for all of the materials used for the re-roof, must be on site for all of the inspections.
4. The roofing contractor or their representative is required to be onsite for the in-progress inspection, prepared to expose areas if necessary for the code compliance inspection.
5. Contractor shall provide access to multi story roofs for all inspections. If ladder is used, it needs to extend three feet above roof deck, be set at the proper angle and be properly tied off.

All contractors are encouraged to go online to:

<https://egov.seminolecountyfl.gov/Click2GovBP/ScheduleInspections.jsp>

At this webpage you can schedule your inspection. On the day of your inspection, as early as 7:00am, you can look up your inspection to find your assigned Inspector and their phone number. You can call them for an estimated time of arrival to your site.

### **PLEASE NOTE:**

**A COMPLETED, NOTARIZED, RESIDENTIAL ROOF IN-PROGRESS AFFIDAVIT  
MUST BE ONSITE AT THE TIME OF THE FINAL INSPECTION**