

Building Division

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
- **If a line item does not apply to your scope of work, please mark N/A. Please make sure not to leave any questions blank**

EXISTING ROOF DATA

1. Is the 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. Replacing the entire roof? Yes No
11. Is the roof area to be replaced more than 25% of the total roof area or roof section? Yes No
If yes, please provide the percentage of roof replacement: _____
12. Are existing solar panels being removed? Yes No
Note, that a permit will be required to reinstall the removed solar panels.
13. Asphalt Saturated Felt Underlayment – Weight _____ ASTM Number _____
14. Non-Bitumen Synthetic Underlayment – FL Product Approval or Miami/Dade # _____
15. Rubberized Asphalt Underlayment – FL Product Approval or Miami/Dade # _____
16. Off ridge vents – FL Product Approval or Miami/Dade # _____
17. Ridge vents – FL Product Approval or Miami/Dade # _____
18. Skylights – Yes No Number Replaced _____ FL Product Approval or Miami/Dade # _____

If replacing skylights: Please notate the number being replaced (if all - state ALL) - If not replacing all, please include a layout showing the location of the replaced skylights

Other job-specific pertinent information: _____

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

Attention Roofing Contractors:

COMMERCIAL B167 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 roof deck insulation.
2. A MAXIMUM of 50% of the roof is allowed to have the replacement roof covering 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. The contractor shall provide access to multi-story roofs for all inspections. If a ladder is used, it needs to extend three feet above the roof deck, be set at the proper angle, and be properly tied off.

All contractors are encouraged to go online to:

<https://semc-egov.asp.gov/Click2GovBP/index.html>

On this webpage, you can schedule your inspection. On the day of your inspection, as early as 7:00 am, 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 at your site.

PLEASE NOTE:

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

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. The contractor shall provide access to multi-story roofs for all inspections. If a ladder is used, it needs to extend three feet above the roof deck, be set at the proper angle, and be properly tied off.

All contractors are encouraged to go online to:

<https://semc-egov.aspgov.com/Click2GovBP/index.html>

On this webpage, you can schedule your inspection. On the day of your inspection, as early as 7:00 am, 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 at your site.

PLEASE NOTE:

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