

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 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) _____
6. Has a reroof been performed on this structure since October 1, 2007? Yes No

Hurricane Mitigation Statute went into effect October 1, 2007

NEW ROOF DATA

7. Roofing Manufacturer _____ Style or Model _____
FL Product Approval or Miami/Dade # _____
8. Type of new roof: Asphalt Shingle Tile TPO Metal Panel Built-Up Single Ply
 Wood Shake Other (specify) _____
9. Are more than 2 squares of sheathing being replaced? Yes No If yes, how many squares? _____
10. Is roofing material being installed: Directly to the deck On battens
11. Replacing the entire roof? Yes No
12. Is roof area to be replaced more than 25% of total roof area or roof section Yes No
If yes, please provide the percentage of roof replacement: _____
13. Are existing solar panels being removed? Yes No
Note, that a permit will be required to reinstall the removed solar panels
14. Asphalt Saturated Felt Underlayment – Weight _____ ASTM Number _____
15. Non-Bitumen Synthetic Underlayment – FL Product Approval or Miami/Dade # _____
16. Rubberized Asphalt Underlayment – FL Product Approval or Miami/Dade # _____
17. Off ridge vents – FL Product Approval or Miami/Dade # _____
18. Ridge vents – FL Product Approval or Miami/Dade # _____
19. Skylights – Yes No Number Replaced _____ FL Product Approval or Miami/Dade # _____
If replacing skylights: Please note the number being replaced (if all - state ALL) - If not replacing all, please include a layout showing location of 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 appropriately dried in and flashed at the time of the inspection. This inspection covers the code requirements for installing 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 materials used for the re-roof must be on-site for all inspections.
4. The roofing contractor or their representative is required to be on-site for the in-progress inspection and 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 appropriately tied off.

All contractors are encouraged to go online to:

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

You can schedule your inspection on the webpage above. As early as 7:00 a.m. on the day of your inspection, 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 appropriately dried in and flashed at the time of the inspection. This inspection covers the code requirements for installing the underlayment, flashing, drip, valley linings, and roof deck insulation.
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 materials used for the re-roof must be on-site for all inspections.
4. The roofing contractor or their representative is required to be on-site for the in-progress inspection and 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 appropriately tied off.

All contractors are encouraged to go online to:

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

You can schedule your inspection on the webpage above. As early as 7:00 a.m. on the day of your inspection, 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**

Tile Roofing Permit Application and Inspection Policy for New Construction and Re-Roofs

EFFECTIVE 10/14/2024

1. Permit Application Process:

1.1. Permit Submission:

Customers must apply for a re-roofing permit, clearly identifying the type of roof to be installed. All tile re-roof tile permits and new construction must be applied through [Building Permits Online](#), and files must be uploaded to the [ePlan](#) system for plan review. The minimum documentation to be uploaded for a re-roof is a signed [Permit Application](#), the property record card from the [Property Appraiser's website](#), a [Permit Authorization form](#), and a completed [Re-Roof Supplement form](#). New construction will submit the same forms, along with their plans, using the [Product Approval form](#) instead of the Re-Roof Supplement form.

1.2. Supplement Form Submission:

As part of the permit application, the customer must submit a completed [Re-Roof supplement form or a Product Approval form](#) for new construction, which includes:

- The appropriate and current Florida product approval numbers listed for all materials used in the project.
- The Re-Roof Supplement Form will need properly marked checkboxes to indicate the project's specifics. For those questions that do not apply, place N/A.

1.3. Underlayment Declaration:

Customers must specify whether the underlayment system will be single-ply or two-ply. This declaration will determine the specific inspections required for the project.

1.4 Plan Review

All tile re-roof and new construction applications will be subject to a plan review by the building department to ensure the re-roof supplement or Product Approval form contains accurate information.

1.5 Permit Issuance

Once the permit is issued, you may schedule inspections through [Building Permits Online](#) or call 407-665-7050. You may schedule for as soon as the next business day!

2. Inspection Requirements:

2.1. Two-Ply Underlayment System:

- B168 Inspection (Roof In Progress): This is required after the completion of the first layer, accompanied by the [Re-Roof In Progress Affidavit](#).
- B158 Inspection. (Tile/Metal Underlay/Flash): This is required for the completed second layer.

- B139 Inspection (Final Roof): This is required to close the permit; inspection options are shown in section 3.2.

2.2. Single-Ply Underlayment System:

- B158 Inspection (Tile/Metal Underlay/Flash): This is required for the completed underlayment.
- B139 Inspection (Final Roof): This is required to close the permit; inspection options are shown in section 3.2.

3. Inspection Procedure:

3.1. B158 Inspection Conditions:

The B158 inspection is not an "in-progress" inspection. The roof must be fully prepared for tile installation. No tiles should be loaded onto the roof before this inspection unless expressly authorized by the inspector when B158 is subject to a re-inspection.

3.2. B139 Inspection Options:

The B139 final inspection can be conducted through one of the following methods:

- **Video Conference Inspection:**

The contractor or property owner may conduct a virtual inspection in coordination with the inspector via video conference using a mobile device capable of conferencing with an Apple device used by the inspector. The contractor or owner must physically be on the roof and assist the inspector remotely.

- **Third-Party Tile Affidavit for Final Roof Submission:**

The permit holder, either a contractor or property owner, may present the inspector with the notarized [Tile Affidavit for Final Roof Inspection](#) form from a third party (licensed roofing contractor, engineer, or architect) at the final inspection. They would be attesting that the project is complete and meets the requirements set forth in the Florida Building Code. The affidavit will be stored with the permit in accordance with standard record-keeping procedures.

All inspections must be completed, and the required approvals must be obtained before the permit can be closed.

Enforcement: Failure to comply with any part of this policy may result in project delays, re-inspection fees, or permit revocation. The building department reserves the right to enforce all applicable building codes and standards to ensure the safety and compliance of all roofing projects.

The Re-Roof In Progress affidavit and Tile Affidavit for Final Roof Inspection can be found on the [Building website's Forms and Applications](#) page.