City of Lighthouse Point, Florida *Building Department*
3701 N.E. 22nd Avenue, Lighthouse Point, FL 33064 Phone: 954-943-6509
Fax: 954-784-3447

Roof-Permit Requirements

New Roofs:

- Building Application; must include scope of work, address, and job value
- Two identical sets of HVHZ roofing form, (all applicable sections), and all required Products Approvals (NOA) with applicable sections highlighted.
- Notice of commencement

Re-roofing Single Family:

- Building application; must include scope of work, address, and job value
- Two identical sets of HVHZ roofing form, (all applicable sections completed), and all required Products approvals (NOA) with applicable sections highlighted
- Approved Statement of responsibilities regarding asbestos form
- Single Family Re-Roofing Affidavits to be completed as follows:
    1. Complete job address and verify value of the property by providing the Ad Valorem taxation or copy of insured value. If dwelling was permitted after 1973 (provide permit information) or dwelling value is $300,000.00 or less proceed to line 5
    2. If dwelling value is more than $300,000.00, submit Roof to Wall Connections Certificate prepared by Florida Registered Engineer/Architect or License General Contractor/Building Contractor/Residential Contractor or Certified Structural Inspector under FS 468. If the building complies to the requirements of the prescriptive sections 201.3.1 to 201.3.4, proceed to line 6
    3. If Roof to Wall Connections does not comply, a registered Engineer or Architect shall specify the repair work required complying with table 201.3 and a License General/Building/Residential Contractor should apply for a permit to the repairs required.
    4. This permit will accompany the roof permit application.
    5. Before Tin Tag inspection is requested by the roofing contractor, the Roof to Wall connections Certificate and inspection shall be completed.
    6. Before the tile in progress inspection is called, **either** an inspection from the Building Department for the Secondary water barrier shall be required for shingle and metal roofs **or** a certificate of secondary water barrier be provided.

Re-roofing Commercial and Four Units or More

- Building application; must include scope of work, address, and job value
- Two identical sets of HVHZ roofing form (all applicable sections completed) and all required Products Approvals (NOA) with applicable sections highlighted.
- Approved Statement of responsibilities regarding asbestos form and approved by EPA
- Both Equipment Affidavit and Insulation Affidavit must be completed

City of Lighthouse Point Building Department

Single Family Re-Roofing Affidavit

Job Address: _____

Florida Statute 553.844, FBC 2023 8th Edition Section 708.8 (Existing Building Code) Hurricane Mitigation retrofits requires this affidavit along with the High Velocity Hurricane Zone Uniform permit application form.

1. **Was the dwelling permitted before 1994?** Yes ☐ No ☐ (Year)_____ • If "No" stop here and submit application.
   - If "Yes" go to the next step.

2. **Is the value of the dwelling more than $300,000?** Yes ☐ No ☐
   - If "No", provide a copy of the Ad Valorem Taxation or copy of insured value.
   - If "Yes", the following documents are required:

Roof to wall connections Certificate in accordance with sections 708.8 FBC 2014 existing building code.
Copy of proposal showing cost of retrofit lips or gables up to 15% of the cost of the roof.

708.8.1.1 Priorities for mandated roof-to-wall retrofit expenditures.
Priority shall be given to connecting the exterior corners of roots to walls where the spans of the roofing members are greatest. For houses with both hip and gable roof ends, the priority shall be to retrofit the gable end roof-to-wall connections unless the width of the hip end is more than 1.5 times greater than the width of the gable end. When considering priorities for houses with both hip and gable roof ends, and the fifteen percent of the cost of roof replacement is sufficient to complete all of the prioritized elements pursuant to this section, but is not sufficient to complete all of the no prioritized elements, then no portion of complete retrofit of the non-prioritized element.

☐ Florida Registered Professional Engineer ☐ Florida Registered Architect
☐ Licensed General Contractor ☐ Building Contractor
☐ Person certified in the structural discipline under FS 468 ☐ Residential Contractor

☐ Engineer Design ☐ Prescriptive 708.1.1. thru 708.8.1.7 ☐ Table 708.8.1

I hereby certify that the roof to wall connections comply or exceed the requirements mentioned above,
Certifier _____ ___ Signature _____ Date_____ Name and copy of license required.

Sworn to and subscribed before me this _____ date of _____ 20_____. Who is personally known _____ or produced ID _____.

_____
(Notary Public, State of Florida) Notary seal:

SECTION 1525
HIGH-VELOCITY HURRICANE ZONES—UNIFORM PERMIT APPLICATION

Florida Building Code 8th Edition (2023)
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
Asphalt 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

Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

Section A (General Information)

Master Permit No._____ Process No. _____

Contractor's Name_____

Job Address_____

ROOF CATEGORY

- ☐ Low Slope
- ☐ Asphalt Shingles
- ☐ Mechanically Fastened Tile
- ☐ Metal Panel/Shingles
- ☐ Prescriptive BUR-RAS 150
- ☐ Mortar/Adhesive Set Tiles
- ☐ Wood Shingles/Shakes

ROOF TYPE

☐ New roof ☐ Repair ☐ Maintenance ☐ Reroofing ☐ Recovering

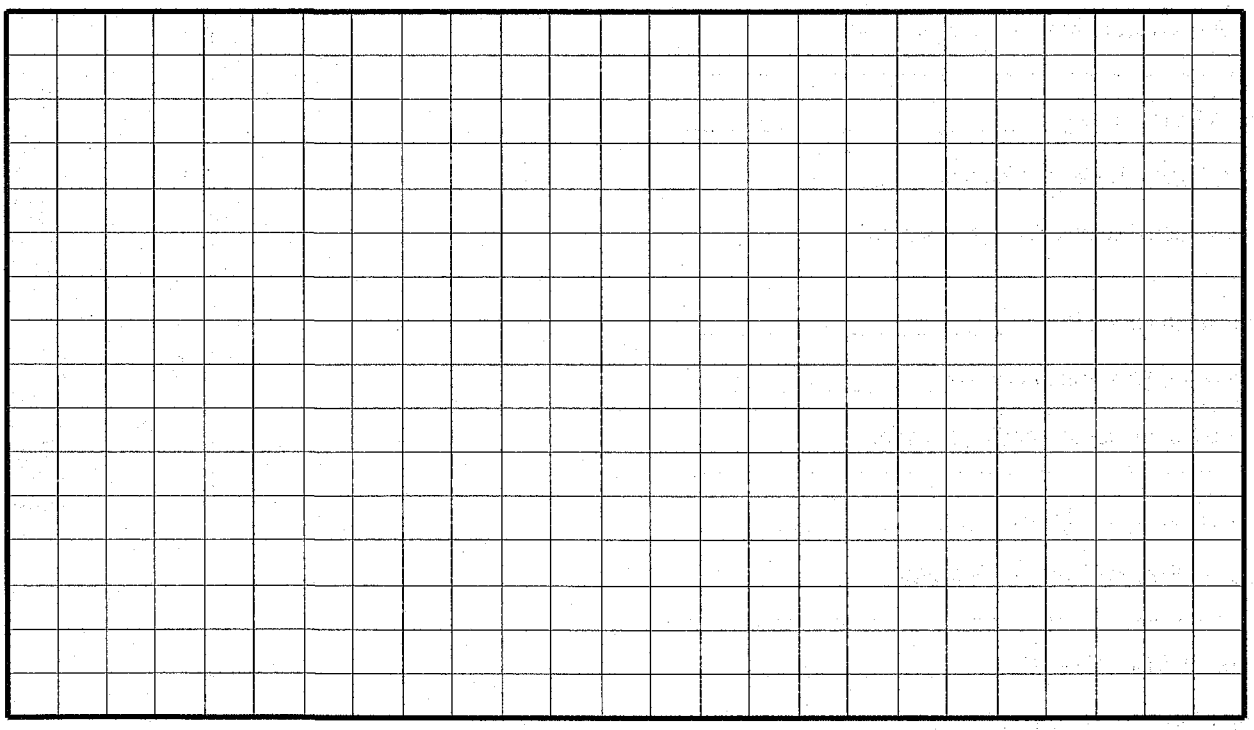
ROOF SYSTEM INFORMATION

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.

Show type and thickness of existing insulation to be replaced permit FBC (ex) 701.2



Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

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:
_____

Surfacing: _____
Fastener Spacing for Anchor/Base Sheet Attachment:

Zone 1′: ____" oc @ Lap, # Rows ____ @ ____" oc

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

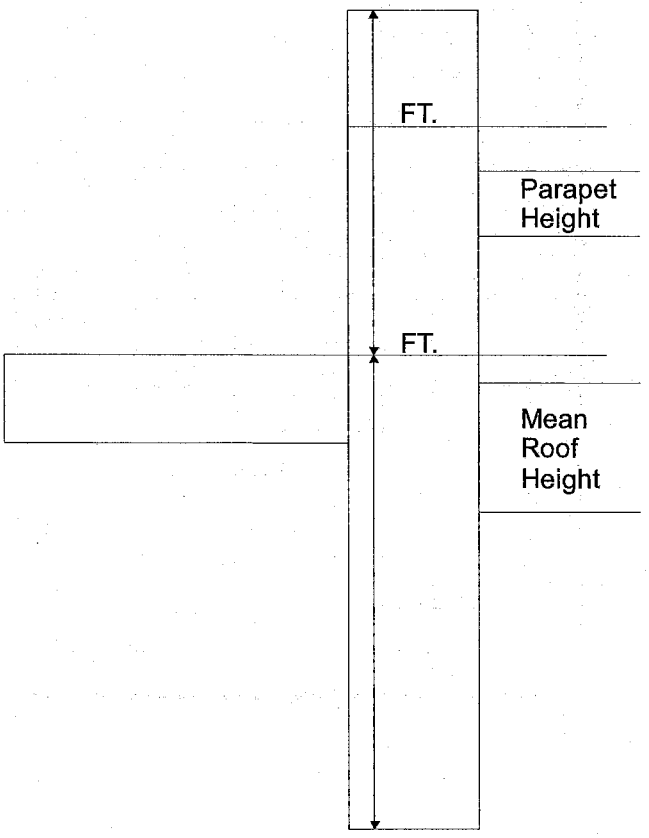
Zone 2: ____" oc @ Lap, # Rows ___ @ ____" oc

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.



Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

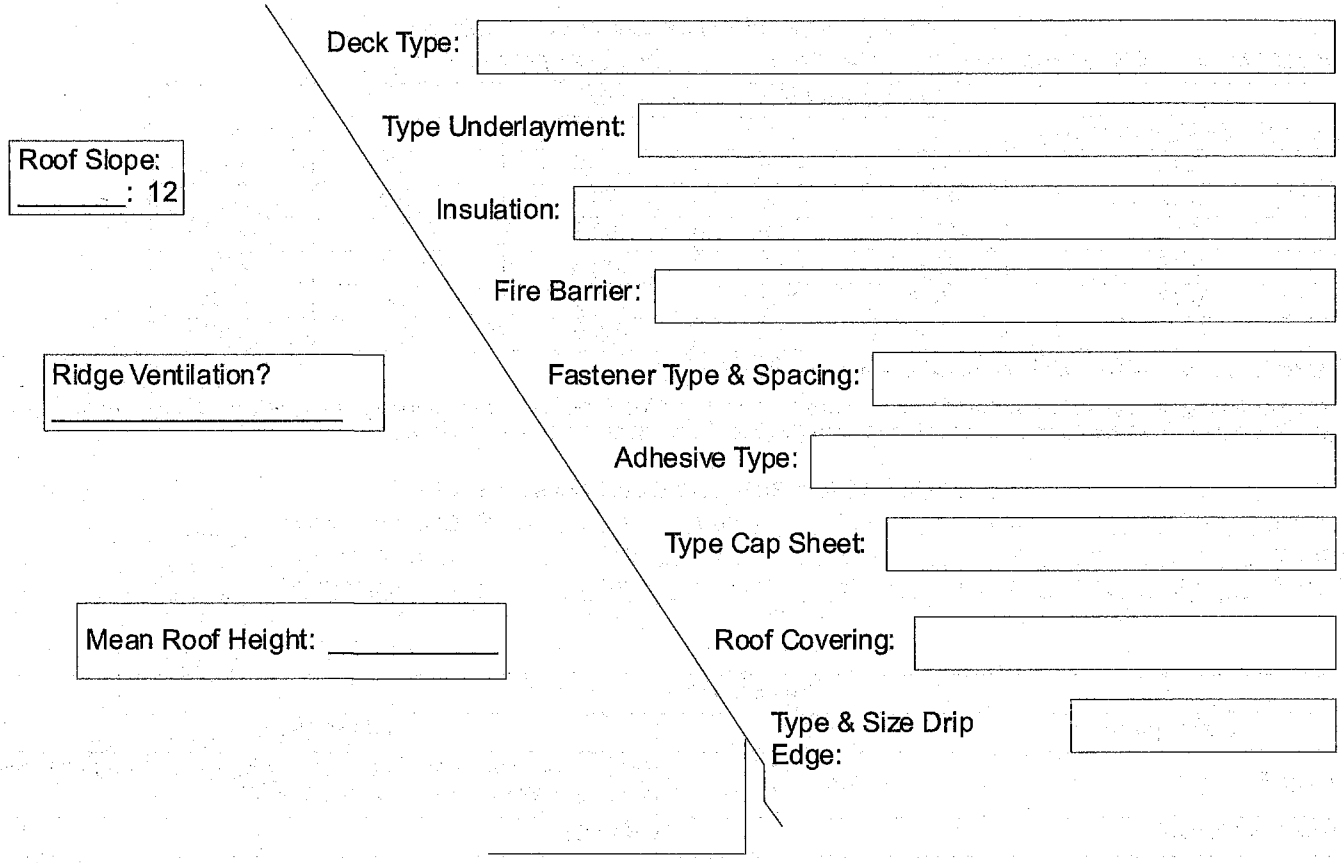
Section D (Steep Sloped Roof System)

Roof System Manufacturer: _____

Notice of Acceptance Number: _____

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

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



Florida Building Code 8th Edition (2023)
High-Velocity Hurricane Zone Uniform Permit Application Form

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_f. If the M_f 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_f _____

(Zone 2:____ × λ ____ = ____) – Mg: ____ = M_{r2} ____ Product Approval M_f _____

(Zone 3:____ × λ ____ = ____) – Mg: ____ = M_{r3} ____ Product Approval M_f _____

Method 2 "Simplified Tile Calculations Per Table Below"

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

M_r required Moment Resistance*					
Mean Roof Height Roof Slope	15′	20′	25′	30′	40′
2:12	-46	-47.6	-49.4	-50.9	-53.3
3:12	-47.3	-48.9	-50.7	-52.2	-54.6
4:12	-47.2	-52.0	-53.8	-55.3	-57.9
5:12	-39.8	-41.5	-42.8	-43.7	-45.7
6:12	-39.6	-40.6	-41.9	-42.9	-44.8
7:12	-39.4	-40.3	-41.6	-42.6	-44.6

Method 2 may be utilized within Broward County Exposure C only.

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 2:____ × L ____ = ____ × w: = ____) – W: ____ × cos r ____ = F_{r2} ____ Product Approval F′ _____

(Zone 3:____ × L ____ = ____ × w: = ____) – W: ____ × cos r ____ = F_{r3} ____ Product Approval F′ _____

Where to Obtain Information		
Description	**Symbol**	**Where to find**
Design Pressure	Zones 1, 2, 3	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.		

Section 1524
HIGH VELOCITY HURRICANE ZONES – REQUIRED OWNERS NOTIFICATION FOR ROOFING CONSIDERATIONS

1524..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* 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 designated space indicates that the item has been explained.

☐ **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.

☐ **Renailing Wood Decks**: When replacing roofing, the existing wood roof deck may have to be renailed 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.)

☐ **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.

☐ **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. This provides the option of maintaining this appearance.

☐ **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.

☐ **Overflow Scuppers (wall outlets):** It is required that rainwater flows 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 scuppers in accordance with the Florida Building Code, Plumbing.

Owner's/Agent's Signature	Date	Contractor's Signature

MANDATORY COUNTYWIDE ROOFTOP MOUNTED EQUIPMENT AFFIDAVIT

ALL EQUIPMENT THAT IS ROOFTOP MOUNTED IS REQUIRED TO BE IDENTIFIED BY THIS AFFIDAVIT AND SUBMITTED WITH THE HIGH-VELOCITY HURRICANE ZONE UNIFORM ROOFING PERMIT APPLICATION

Permit Number: _____

Site Address: _____

Company Name: _____

Address: _____

Name of Qualifier: _____

License Number: _____ Contact No: _____

PLEASE CHECK ALL APPLICABLE EXISTING ROOFTOP EQUIPMENT:

☐ A/C EQUIPMENT ☐ PHOTOVOLTAIC PANELS ☐ SOLAR THERMAL ☐ GAS VENTS

☐ WATERLINES ☐ ELECTRICAL CONDUITS ☐ NO EQUIPMENT ON THE ROOF

PERMITS ARE REQUIRED FOR:

- REMOVAL AND REINSTALLATION OF PHOTOVOLTAIC PANELS.
- REMOVAL AND REINSTALLATION OF SOLAR THERMAL.
- REMOVAL AND REINSTALLATION OF GAS VENTS.

IF A/C EQUIPMENT IS CHECKED ABOVE:

- IS THERE AN EXISTING CODE-APPROVED CURB OR STAND? ☐ YES ☐ NO

IF YOU ANSWERED NO, A MECHANICAL PERMIT IS REQUIRED FOR THE INSTALLATION OF THE PROPOSED CURB OR STAND.

ANY ROOFTOP EQUIPMENT REMOVED DURING REROOFING, SHALL BE REINSTALLED IN COMPLIANCE WITH THE CODE IN EFFECT AT THE TIME A REROOFING PERMIT IS ISSUED.

NOTE: All above permits may be considered as deferred submittals.

_____ _____

CONTRACTOR/OWNER BUILDER SIGNATURE DATE

_____

PRINT CONTRACTOR/OWNER BUILDER NAME