

APPLICATION REQUIREMENTS - Roof

PRRF

For 1&2 Family, Multi-Family, and Commercial - Roof Replacement, Repair or Recover

General Requirements

All submittal requirements must have documents completed and submitted for review.

- **Application Form:** Building Permit Application
- **Index Sheet:** List of Florida Product Approvals or Miami-Dade NOA numbers for all, roofing materials, underlayment, roof vents, skylights, etc.
 - Filled out with all products used including decimal, for example: FL 15729.4
 - Copies of Product Approvals and Miami-Dade NOAs not required.
 - PRODUCT APPROVALS NOT REQUIRED FOR REPAIRS

Additional Requirements for COMMERCIAL and MULTIFAMILY

- **Site Planning Document:** A site plan showing building location.

Additional Requirements

Additional documents may be required based on information provided.

- **Owner-Builder Affidavit:** For owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors. Document must be signed in person and notarized by Collier County Growth Management staff.

For reroofing permits with existing photovoltaic panels, see Bulletin #4: Solar Photovoltaic Inspection Process.

For solar roof installations an electrical subcontractor will be required.

Additional documents may be needed during the inspections process or prior to Certificate of Completion issuance.

- **Re-Roof Affidavit:** For structures with wood roof decks. The contractor is required to have this document on site at the time of the 169 – Re-roof Dry-in/Flashing Inspection. Required on site for inspections.
- **Hurricane Mitigation Affidavit:** For structures with wood roof decks, permitted before September 14, 1993 with an appraised value of \$300,000 or more. Required for Certificate of Completion.

Florida Building Code, Existing Building definitions for roof related permits

All code references refer to *Florida Building Code, 7th Edition (2020), Existing Building*, unless otherwise noted.

REROOFING—The process of recovering or replacing an existing roof covering. See “Roof recover” and “Roof replacement.”

ROOF RECOVER—The process of installing an additional roof covering over a prepared existing roof covering without removing the existing roof covering. For example, when installing a new layer of shingle roof covering over an existing layer of shingles. A maximum of 2 layers of roof covering is allowed. Other conditions may apply, see Section 706.3.

ROOF REPAIR—Reconstruction or renewal of any part of an existing roof for the purposes of its maintenance.

For example, when removing and replacing sheathing, roof underlayment, roof covering, provided that the area repaired is less than 25% of the roof section or roof area. See Section 706.1.1 for additional information.

ROOF REPLACEMENT—The process of removing the existing roof covering, repairing any damaged substrate and installing a new roof covering.

ROOF SECTION—A separating or division of a roof area by existing expansion joints, parapet walls, flashing (excluding valley), difference of elevation (excluding hips and ridges), roof type or legal description; not including the roof area required for a proper tie-off with an existing system.