



Roofing New/Replacement/Repair

1. NOTICE OF COMMENCEMENT RECORDED:

Notice of Commencement Recorded with the Miami Dade County Clerk of Courts Must be Uploaded Prior to First Inspection

2. Permit Application:

Application completely filled out, properly executed and notarized by both owner and contractor.

3. Association Approval Letter:

**Condominium buildings have various approval processes to allow for work to be performed. That process is done outside of the building permit process. We collect the approval letters so that we don't permit work that isn't part of that approval process. If you have any questions regarding the requirement of this document, please contact our office at info.building@sibfl.net*

4. Proof of Ownership:

Proof of ownership is required with all applications. We will only accept the following proofs of ownership: Deed, Closing Statement, a tax bill, and/or Miami Dade Property Appraiser's report. If the property is owned by a Corporation, the Corporation's Annual Report is also required.

5. Cost Estimate:

An Itemized Cost Estimate signed by the owner must be submitted at the time of application. The estimated cost of construction must include the cost of labor and materials for the scope of work applied for. If the estimated cost of construction is deemed lower than the industry standard, the Building Department will assess the estimated value of work using their best judgment according to comparable permitting files and/or industry information.

6. Roof Plan to show work being performed:

- h. Provide roof plan to indicate the areas where roofing is being installed.
- i. List the type of each roofing material.
- j. List the sq. feet or squares of each roofing material.
- k. Show roof pitch (if replacing roof with less than one quarter inch unit vertical in 12 units horizontal add note that "Existing roof provides positive roof drainage as allowed FBC 706.1 Existing Roofing").

7. HVHZ to show work being performed.

8. Product Approvals(PA) highlighted to show options within the PA.

9. Design Pressure Calculations digital signature by Engineer to meet requirements of FBPE.

10. Drainage Details required for flat roof drainage showing components including roof drains, scuppers, overflows and drainage calculations required by FBC .



1) When does a repair need a permit?

Answer:

Generally roof work will require a permit, but if you are simply repairing a few broken roof tiles you can repair with the same material. Please call 305.947.2150 if your not sure your repair needs a permit.

2) How much roof can a partial replaced?

Answer:

706.1.1 FBC 2023 8th. ed. - Not more than 25 percent of the total roof area or roof section of any existing building or structure shall be repaired, replaced or recovered in any 12-month period unless the roof covering on the entire existing roof system or roof section is replaced or recovered to conform to the requirements of this code.

3) How do I start the permit process?

Answer:

Permit are started at in the [permit portal](#).