



# ROOFING FORM 100 - PERMIT APPLICATION SUMMARY of SUPPLEMENTAL INFORMATION INSTRUCTION PAGE

COMPLETE THE NEEDED SECTIONS OF THIS FORM FOR A PALM BEACH COUNTY PERMIT. **THIS FORM and FORM 300 IS TO BE COMPLETED FOR ALL RE-ROOFS AND ROOF RECOVERINGS. FORM 200 IS ALSO REQUIRED FOR SITE-BUILT, SINGLE FAMILY DWELLING RE-ROOFS.**

**TWO COPIES OF THIS FORM WITH ORIGINAL SIGNATURES MUST BE ATTACHED TO THE PERMIT APPLICATION WITH ALL THE REQUIRED DOCUMENTS AS NOTED BELOW, TWO COPIES OF FORM 200 MUST BE PROVIDED AS NOTED ABOVE, AND ONE COPY OF EXECUTED FORM 300 – "REQUIRED OWNER'S NOTIFICATION FOR ROOFING CONSIDERATION".**

Roof System	Required Sections of the Permit Application Form	Attachments Required See List Below
Built-up or Modified	A,B,D	1,2,3,4,5,6,7
Asphalt Shingles	A,B,C	1,2,4,5,7
Concrete or Clay Tile	A,B,C,	1,2,3,4,5,7
Metal Roofs	A,B,C	1,2,3,4,5,7
Wood Shingles or Shakes	A,B,C	1,2,3,4,5,7
Other	As Applicable	As Applies : 1,2,3,4,5,6,7

### ADDITIONAL DOCUMENTS REQUIRED

1. Building Permit Application
2. Product Approval Information
  - Product Approval, Cover Sheet
  - Product Approval, ***Specific*** System Description
  - Product Approval, ***Specific*** System Limitations
  - Product Approval, General Limitations of Use
3. Roof uplift pressures and attachment per R301FBC-Res, 1609 FBC-Bldg, ASCE 7-10, RAS 127, RAS 128 or FRSA/TRI 07320/08-05
4. Roofing accessory product approvals (Ridge vents, Turbines, Mechanical Stands, etc.)
5. Mating detail (tie-in) for partial re-roof installations (if applicable)
6. Enhanced nailing details for flat roofs engineered. Exception: On Single-Family Dwelling and Accessory Structure flat roofs 400 square feet or less, contractor may propose 4" o.c. worst case fastening on Section D form for perimeter and corner zones.
7. **Any other additional data required for the Integrity of the roofing system to be determined.**



# ROOFING FORM 100 - PERMIT APPLICATION SUMMARY of SUPPLEMENTAL INFORMATION

## Section A

(General Information)

PR # (Re-roofing): \_\_\_\_\_ B # (New Construction): \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ License #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Job Address: \_\_\_\_\_

### Use Of Building:

- 1 or 2 Family     
  Multi-Family (3 or More Units)     
  Non-Residential

Exposure Category: \_\_\_\_\_ Existing Roofing Type (Mat'l): \_\_\_\_\_

### Roof Type:

- New Roof   
  Re-Roofing   
  Recovering   
  Repair \_\_\_\_\_ % of Roof/Section

Roof Slope: \_\_\_/12      Deck Type: \_\_\_\_\_      Roof Height: \_\_\_\_\_

### Proposed Roof Covering (Check all that are applicable to this permit application):

- Flat Roof                     
  Mechanically Fastened Tile                     
  Mortar/Foam Set Tile  
 Asphalt Shingles           
  Metal Panel/Shingle                             
  Roll Roofing  
 Wood Shingles/Shakes  
 Other \_\_\_\_\_

### Slope of Roofing Work by Area (Complete all that apply):

Flat Roof Area ( $\leq 2''/12''$ ): \_\_\_\_\_ sf    Steep Slope Roof Area ( $\geq 4''/12''$ ): \_\_\_\_\_ sf

Low Slope Roof Area ( $> 2'' - 4''/12''$ ): \_\_\_\_\_ sf    Total Roof Area, This Permit: \_\_\_\_\_ sf

### CERTIFICATION:

All information supplied on any or all of the five pages of this form, or supplied by any other means, is true and correct.

\_\_\_\_\_  
(Qualifier Name Printed)

\_\_\_\_\_  
(Qualifier's Signature)

\_\_\_\_\_  
(Date)



# **ROOFING FORM 100 - PERMIT APPLICATION**

## **SUMMARY of SUPPLEMENTAL INFORMATION**

(Cont.)

### **Section B**

(Roof Plan)

- Re-roofing - Sketch Roof Plan:** Illustrate all levels and sections. Include dimensions of sections and levels; clearly identify dimensions of elevated pressure zones and location of parapets, expansion joints and skylights. If applicable, identify locations of hurricane mitigation and provide attachment details on the following page.
- New Construction - Sketch not required.** See building plans.

For Flat Roof, Perimeter Width (a'): Corner Size (a' x a'):



# ROOFING FORM 100 - PERMIT APPLICATION SUMMARY of SUPPLEMENTAL INFORMATION

(Cont.)

## Section C

(Low & Steep Sloped Roof System)  
(L.S. = >2" to 4" in 12") (S.S. = >4" in 12")

**ROOF COVERING MANUFACTURER:** \_\_\_\_\_

Product Approval # (System or Roof Covering): \_\_\_\_\_

Specify System # (if applicable): \_\_\_\_\_

**UNDERLAYMENTS:**

Base sheet: \_\_\_\_\_ Product Approval # (except felt): \_\_\_\_\_

Head lap in inches: \_\_\_\_\_

Cap sheet: \_\_\_\_\_ Product Approval # (except 90 lb): \_\_\_\_\_

Other: \_\_\_\_\_ Product Approval #: \_\_\_\_\_

**ROOF COVERING ATTACHMENT METHOD:**

**Mechanically Fastened Tile:**  
(Type & Number of Fasteners per Tile)

**Asphalt Shingles:**  
(Number of Fasteners per Shingle)

If tile is proposed, specify if clips are being used and their location \_\_\_\_\_

**Mortar/Foam Set Tile:**

**Metal Panel/Shingle:**

Mortar/Foam Manufacturer: \_\_\_\_\_ Clip or Fastener Spacing for Metal Roof Panels: \_\_\_\_\_

Tile Profile: \_\_\_\_\_ Field: \_\_\_\_\_ Perimeter: \_\_\_\_\_ Corners: \_\_\_\_\_

Patty size: \_\_\_\_\_ Hook Strip/Cleat Ga. or Weight: \_\_\_\_\_

**Tile Hip and Ridge Attachment Method** (metal or wood ridge board req'd when installing per RAS-120):  
\_\_\_\_\_

**Valleys** (Mat'l, Size, Ga. & Fastener Type and Spacing): \_\_\_\_\_

**Drip Edge** (Mat'l, Size, Ga. & Fastener Type and Spacing): \_\_\_\_\_

**Ridge Vents** (Mat'l & Fastener Type and Spacing): \_\_\_\_\_

Product Approval #: \_\_\_\_\_



# ROOFING FORM 100 - PERMIT APPLICATION SUMMARY of SUPPLEMENTAL INFORMATION (Cont.)

## Section D

Flat Roof Information (Built-up or Modified  $\leq$  2:12)

Fill in the specific roof assembly components below as applicable.

**Roof System Manufacturer:** \_\_\_\_\_ System Type: \_\_\_\_\_  
System # (if applicable): \_\_\_\_\_ Product Approval #: \_\_\_\_\_

**Minimum Wind Uplift Pressures:** (use worst-case default values below or specify other from R301.2.1FBC-Res, ASCE 7-10, RAS-128, or by design professional as applies)

Exposure B, 30' Ht or less: (P1) Field: <b>-31 psf</b> (P2) Perimeters: <b>-53 psf</b> (P3) Corners: <b>-79 psf</b>
Exposure C, 30' Ht or less: (P1) Field: <b>-44 psf</b> (P2) Perimeters: <b>-74 psf</b> (P3) Corners: <b>-111 psf</b>
Exposure D, 30' Ht or less: (P1) Field: <b>-52 psf</b> (P2) Perimeters: <b>-87 psf</b> (P3) Corners: <b>-131 psf</b>
Other: Exposure: _____ Ht: _____ (P1) Field: _____ psf (P2) Perimeters: _____ psf (P3) Corners: _____ psf

**Max. Design Pressure Rating Listed in Approval for Specific System Description:** \_\_\_\_\_ psf  
(If less than Min. Wind Uplift Pressures above, provide enhanced fastening as allowed in product approval limitation notes)

**Deck Type:** \_\_\_\_\_ & Support Spacing: \_\_\_\_\_

If adding lightweight concrete to deck, provide Product Approval #: \_\_\_\_\_

**Fire or Vapor Barrier** (if applicable): \_\_\_\_\_ Product Approval #: \_\_\_\_\_

**Anchor/Base Sheet & # of Ply(s):** \_\_\_\_\_ & Fastener/Bond'g Mat'l: \_\_\_\_\_

**Fastener Spacing for Base Sheet Attachment:** (1) Field: \_\_\_\_\_" o/c @ laps & \_\_\_\_\_ rows @ \_\_\_\_\_" o/c

(2) Perim: \_\_\_\_\_" o/c @ laps & \_\_\_\_\_ rows @ \_\_\_\_\_" o/c (3) Corners: \_\_\_\_\_" o/c @ laps & \_\_\_\_\_ rows @ \_\_\_\_\_" o/c

**Insulation Base Layer:** Size & Thickness: \_\_\_\_\_ Fastener/Bonding Mat'l: \_\_\_\_\_

**Insulation Top Layer:** Size & Thickness: \_\_\_\_\_ Fastener/Bonding Mat'l: \_\_\_\_\_

**Number Of Fasteners Per Insulation Board:** Field: \_\_\_\_\_ Perimeter: \_\_\_\_\_ Corner: \_\_\_\_\_

Fastener Type: \_\_\_\_\_ Alternate Fastener: \_\_\_\_\_

**Ply Sheet(s) & # of Ply(s):** \_\_\_\_\_ & Fastener/Bond'g Mat'l: \_\_\_\_\_

**Top Ply:** \_\_\_\_\_ & Fastener/Bond'g Mat'l: \_\_\_\_\_

**Surfacing** (if applicable): \_\_\_\_\_

**Single Ply Membrane:** \_\_\_\_\_ & Fastener/Bond'g Mat'l: \_\_\_\_\_

Single Ply Sheet Width: \_\_\_\_\_ 1/2 Sheet Width: \_\_\_\_\_ No. of Single Ply 1/2 Sheets: \_\_\_\_\_

**Wood Edge Nailer** (if applicable): \_\_\_\_\_ & Nailer Fastener Type and Spacing: \_\_\_\_\_

**Drip Edge Metal:** Material Type, Size, & Ga. or Weight: \_\_\_\_\_

Drip Hook Strip/Cleat Metal Ga. or Weight (If applicable): \_\_\_\_\_



# ROOFING FORM 200

## Hurricane Mitigation Supplement - THIS FORM MUST BE FILLED OUT AND INCLUDED WITH ALL RE-ROOFING APPLICATIONS FOR SITE-BUILT, SINGLE FAMILY DWELLINGS.

Address: \_\_\_\_\_

For the purpose of this document, "Sections" as cited below are from the Florida Building Code-Existing Building, 2010 edition, Section 611.7, unless otherwise noted. This document requires existing site built single family residential structures to be retrofitted for Hurricane Mitigation.

### Secondary Water Barrier, Section 611.7.2 FBC, Existing Building

Choose one of the following secondary water barrier methods:

**NOTE: All installations shall be in strict accordance with specific product approval requirements.**

- All joints in structural panel roof sheathing or decking shall be covered with a minimum 4 in. wide strip of self-adhering polymer modified bitumen tape applied directly to the sheathing or decking. The deck and self-adhering polymer modified bitumen tape shall be covered with one of the underlayment systems approved for the particular roof covering to be applied to the roof.
- The entire roof deck shall be covered with an approved asphalt impregnated 30# felt underlayment or approved synthetic underlayment installed with nails and tin-tabs in accordance with sections R4402.7.2, R4402.7.3, or R4402.7.4 of the Florida Building Code, Residential. The synthetic underlayment shall be fastened in accordance with the manufacturer's recommendations.
- The entire roof deck shall be covered with an approved self-adhering polymer modified bitumen sheet meeting ASTM D 1970 or an approved self-adhering synthetic underlayment installed in accordance with the manufacturer's installation instructions, and product approval.
- An underlayment system approved for the particular roof covering shall be applied with the following modification:
  - For roof slopes that require one layer of underlayment, a layer of approved asphalt impregnated ASTM D 226 Type I or Type II underlayment or approved synthetic underlayment shall be installed. The felt is to be fastened with 1" round plastic cap or metal cap nails, attached to a nailable deck in a grid pattern of 12 inches (305 mm) staggered between the overlaps, with 6-inch (152 mm) spacing at the overlaps. The synthetic underlayment shall be fastened in accordance with the manufacturer's installation recommendations.
  - For slopes that require two layers of underlayment, an approved asphalt impregnated ASTM D 226 Type I or Type II underlayment shall be installed in a shingle-fashion and lapped 19" and fastened as described above. An approved synthetic underlayment shall be installed in accordance with the manufacturer's installation instruction.

#### Exceptions:

- 1. Roof slopes < 2:12 having a continuous roof system shall be deemed to comply with section 611.7.2 requirements for a secondary water barrier.
- 2. Clay and Concrete tile roof systems installed as required by the Florida Building Code are deemed to comply with the requirements of section 611.7.2 for Secondary Water Barriers.

Specify secondary water barrier: \_\_\_\_\_ / \_\_\_\_\_  
Manufacturer and Product Approval Number (If applicable)



# ROOFING FORM 200

## Hurricane Mitigation Supplement (Cont.)

### Roof to Wall Connections, Section 611.8 FBC, Existing Building

1. Was the building permit for the home construction applied for on or after January 1, 1988?
  - Yes, application date was on or after Jan. 1, 1988. Proceed to signature and permit submittal. (Documentation required substantiating this application date)
  - No. Continue with questions below.
  
2. Applicant must provide documentation for the value of the building. Indicate type provided.
  - Copy of current home insurance summary sheet.
  - Copy of the latest Tax Bill or Property Appraiser Office webpage for the home.
 Note: The appraised value of the improvement determines the threshold amount.
  
3. Based on documentation provided, is the value of the Building \$300,000.00 or more?
  - Yes.
  - No.
  
4. If the answer to question 3 is no, proceed to signature and permit submittal on this page.
  
5. If the answer to question 3 is yes, the roof is subject to enhanced fastening unless meeting one of the following exceptions and signature should be provided on page 3 of this form:
  - Exception 1: Evaluation and roof to wall connections at gable ends or all corners cannot be completed for 15% of the cost of roof replacement (supporting documentation is required).
  - Exception 2: Documentation can be provided from design professional demonstrating existing roof to wall load path connection compliance for wind loads.

Check one of the following (must check one):

- Mitigation required. Roof to wall connections will be enhanced to comply with 611.8.1. The priorities for upgrading are outlined in section 611.8.1.7. Up to 15% of the cost of the re-roofing must be spent on enhanced connections, but the mitigation is not required to exceed that.
- Cost of evaluation and installation cannot be completed for 15%. Documentation of costs is provided. **NOTICE: This documentation will be reviewed for appropriateness, since prescriptive methods of mitigating roof to wall connections provide necessary designs to accomplish roof to wall connection improvements. Misrepresentation may be construed as a willful code violation.**
- Documentation from design professional is attached demonstrating compliance of existing load path connections with section 611.8 or complying with uplift calculations. The method used to determine compliance must be provided by the design professional.

If enhanced roof to wall connections are required, the following page (Hurricane Mitigation Connection Details) must also be completed and submitted along with a roof plan of the building, with span distances and gable and hip locations identified. Plan should indicate areas to be retrofitted, connectors to be used, and fastener requirements. Please include product approvals for all the connectors specified.

\_\_\_\_\_  
Qualifier/Owner Builder Name Printed

\_\_\_\_\_  
Qualifier/ Owner Builder's Signature

\_\_\_\_\_  
Date



## ROOFING FORM 300

### Palm Beach County Building Division

## Owner's Notification of Re-roofing Considerations

It is the responsibility of the roofing contractor to provide the owner with the required re-roofing permit, and to explain to the owner the content of this form. The provisions of Chapter 15 of the *Florida Building Code, Building*, Chapter 9 of the *Florida Building Code, Residential*, and Chapter 6 of the *Florida Building Code, Existing Building* govern the minimum requirements and standards of the industry for roofing system installations, as they apply. Additionally, the following items should be addressed as part of the agreement between the owner and the contractor. The owner's initials placed in the designated space, indicates that the item has been explained.

#### Owner's Initials

- \_\_\_\_\_
1. **Aesthetics-workmanship:** The workmanship provisions of the Chapters cited above are for the purpose of providing that the roofing system meets the wind resistance and water intrusion performance standards. Aesthetics (appearance) are not a consideration with respect to the code related workmanship provisions. Aesthetic issues such as color or architectural appearance, should be addressed as part of the agreement between the owner and the contractor.
- \_\_\_\_\_
2. **Re-nailing and replacement of wood decks:** When replacing roofing, the existing wood roof deck may have to be re-nailed in accordance with the current provisions of Chapter 16 of the Florida Building Code, Building. (The roof deck is usually concealed prior to removing the existing roof system.) In some cases, deteriorated decking may need to be replaced. Spaced sheathing may need to be sheathed-over or replaced with solid sheathing, if required for the new roofing system.
- \_\_\_\_\_
3. **When replacing a lighter-weight roof covering with a heavier system,** such as concrete or clay tile, an engineering evaluation and certification may be required, if no previously permitted and approved plans can attest to the structural adequacy of the roof framing system.
- \_\_\_\_\_
4. **Hurricane Mitigation:** When a roof covering on an existing site-built single-family residential structure that has an insured or a taxation assessed value of \$300,000 or more is removed and replaced, roof to wall connections shall be improved up to 15% of the cost of re-roofing.  
Exceptions:
- Unless constructed under the FBC,
  - Constructed originally with an application date on or after Jan. 1, 1988,
  - Documentation from a design professional is provided demonstrating compliance of existing load path connections (with method used to determine compliance provided), or
  - Evaluation and installation of connections at gable ends or all corners cannot be completed for 15 percent of the cost of roof replacement (documentation justifying must be provided).
- \_\_\_\_\_
5. **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, and provide a letter from the HOA acknowledging the partial re-roof.
- \_\_\_\_\_
6. **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. The owner should cite the need to the contractor to maintain this appearance.





## ROOFING FORM 300

### Palm Beach County Building Division

# Owner's Notification of Re-roofing Considerations

(Cont'd.)

Owner's Initials

- \_\_\_\_\_ 7. **Ponding water:** After a rain event, some water may remain on a roof and be evaporated within a short period of time. However, 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, if the system is not designed to allow ponding. Ponding conditions may not be evident until the original roofing system is removed. Ponding conditions should be addressed.
- \_\_\_\_\_ 8. **Overflow scuppers (wall outlets):** It is required that rainwater flows off of a roof, 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. If required, and overflow scuppers were not required in the original construction, it may be necessary to install them to prevent the overloading of the roof.
- \_\_\_\_\_ 9. **Ventilation:** Most roof structures should have some ability to vent natural airflow through the attic area. The required amount of attic ventilation shall be maintained. Adequate ventilation can play an important role in extending the life of the roof.

\_\_\_\_\_  
Owner's/Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date