



ROOF PERMIT CHECKLIST

Rev: 9 | Revision Date: 3/13/2023 | I.D. Number: RPC

Required Permit Applications:

- [Building Permit](#)

Permit Review Stops:

- Building
- Mechanical
- Flood

Minimum Plan Submittal

- Two (2) [Notices of Commencement](#) if job cost is \$2,500 or more (filed at Broward County Government Center East, Room 114, 115 S. Andrews Avenue, Fort Lauderdale, FL).
- Two (2) completed [roofing application packets](#)
- Two (2) copies of [Miami-Dade County Notice of Acceptance](#) (product approvals) obtained from point of purchase (please circle appropriate information instead of highlighting)

Re-roofs (ALL)

- Yellow copy from [Statement of Responsibilities Regarding Asbestos form](#), obtained at Broward County Development and Regulation Division (DERD) Per F.B.C. 105.3.6
- [Rooftop Equipment Affidavit](#)
- For lightweight concrete installation, please use [Lightweight Concrete Installation Packet](#)

Re-Roofs (single-family residence) with an assessed value of \$300,000 or more require:

- One (1) copy of the [Broward County Property Appraiser's](#) assessed valuation of the building
- Two (2) [Hurricane Mitigation Affidavits](#) (completed and notarized)
 - Option 1: Enhanced roof to wall connections; due prior to final inspection.
 - Option 2: Verification of existing roof to wall connections; due at application submittal or prior to final inspection

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**