



Alachua County Department of Growth Management

Building Division

Jeff Hays, AICP, Director
Dan Gargas, Building Official
Holly Banner, AICP, Zoning Administrator

Roofing Replacement - Residential **PERMIT SUBMITTAL REQUIREMENTS**

Per current edition of FBC-R 107.2, and Building Official determinations: All documents are required to be submitted electronically in .PDF format. Construction plan documents shall be drawn to scale, dimensioned and drawn upon suitable material, sized to be legible, (11x17 minimum). Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the Florida Building Code 2023 and all relevant laws, ordinances, rules and regulations, as determined by the Building Official.

This form is intended as a basic guide and does not cover all codes that may be relevant to your project. Roof replacement is considered a level 1 alteration per FBC- EB 602.1
This form shall be provided to all reroofing applicants at time of permit issuance.

Roof repairs or replacements of less than 100 SF do not require a permit

****If you replace more than 25% of the total roof, the entire roof must be replaced per FBC-EB 706.1.1****

Per FBC-EB 702.6 – *All new work shall comply with the materials and methods requirements in the Florida Building Code, Building; Florida Building Code, Energy Conservation; Florida Building Code, Mechanical; and Florida Building Code, Plumbing, as applicable, that specify material standards, detail of installation and connection, joints, penetrations, and continuity of any element, component, or system in the building.*

All work shall comply with The Florida Building Code and manufacturer installation instructions enforced at the time of application.

Required Submittal documents: (may vary depending on the scope of project)

1. Roofing scope of work document listing existing roofing to be removed, replacement roofing material and underlayment, and area to be replaced (in squares).
2. Florida product approvals for all finish roofing materials, underlayment, drip edge, skylights, vents, etc.
3. Manufacturer’s Florida installation instructions for all products to be used. We cannot inspect without these being accurate and matching products on site!
4. If trusses, rafters, or other structural members are being repaired or replaced, a repair from a Florida licensed design professional, a repair from a Florida licensed design professional will be required, and an additional “Framing Inspection” will need to be completed prior to roof deck covering.
3. Recorded Notice of Commencement must be uploaded to Citizenserve before inspections can be scheduled if the cost of the project is \$5,000 or more. Florida Statutes 713.135

** Additional items may be requested depending on the scope of your project*

Inspection Requirements

1000 – In Progress – eligible for virtual

Documents required on site:

We recommend that all approved permit documents be on site for the inspector. Poor signal, or time constraints may prevent the inspector from accessing them on Citizenserve and may result in a failed inspection.

What is inspected: If existing shingles are removed

****Inspection should occur after some underlayment, flashing, drip edge, and starter strip is installed****

1. Roof deck mitigation, after removal of existing roofing materials, FEBC 706.7.1 requires the existing roof deck to be strengthened with additional fasteners. Additional fasteners shall be 2 1/4 in. 8d round head ring shank nails. Rings shall extend at least 1 1/2 in. from nail tip. Spacing of nails on the wood deck shall be 6 in. on center along the supporting members below. Existing fasteners that are 8d clipped head, round head or ring shank nails may be counted toward the 6 in. o.c. fastener spacing requirements. **This is verified thru the Roof Inspection Affidavit form.**
2. Underlayment per R905.1.1.1 is fastened and lapped per manufacturer's instructions.
3. Product approvals uploaded to permit will be compared to products on site. If they do not match, the inspection will be resulted as a "fail" and inspector will note products visible on site. Contractor may proceed and correct product approvals will be checked at final inspection.
4. Drip edge lap and fastening per R905.2.8.5 (min. 3" lap, fastened 4" o.c. max.)
5. Required flashing reviewed with inspector, per R903, to be checked at final.
6. Scope of work document matches work on site.

What is inspected if existing shingles are not removed

****Inspection to occur after about 1/3 to 1/2 of the work is underway****

1. Product approvals uploaded to permit will be compared to products on site. If they do not match, the inspection will be resulted as a "fail" and inspector will note products visible on site. Contractor may proceed and correct product approvals will be checked at final inspection.
2. Required flashing reviewed with inspector, per R903, to be checked at final.
3. Scope of work document matches work on site.

What is inspected for metal roofing

****Inspection to occur after purlins have been fastened****

1. Purlins have been installed per manufacturer's instructions.
2. Underlayment is fastened per manufacturer's instructions.

What is inspected: Townhouses

****Due to fire separation requirements, townhouses require an additional "Roof Sheathing" inspection to verify fire separation has been maintained per FBC 706.4.1.1 Inspection to occur before any underlayment is placed. This inspection can be completed virtually.**

1. Fire separation has been maintained or replaced with similar materials per FBC 706.4.1.1
2. No roof vents, or penetrations allowed within 4' of fire walls per FBC 706.5
3. An "In Progress" inspection is still required.

An "Approved" result on this inspection means you can continue work, your next inspection is 9000 Final.
A "Fail" result for product approvals or installation instructions means you may proceed at your risk. Revised documents will be checked at final inspection.

A "Fail" result for installation or workmanship will require an additional inspection. The inspector will determine if the re-inspection can be done virtually. If the re-inspection cannot be completed virtually the inspection result should be changed to "Failed w/ fee".

A "Failed w/ fee" result will be entered if a second in progress inspection cannot be completed virtually and will require an additional site visit

****If this inspection is skipped or missed, removal of at least 100 SF of roofing material will be required in one or multiple locations as requested by the inspector. Pictures are not an acceptable replacement for an inspection.**

Inspection Requirements

9000 – Final

Documents required on site:

We recommend that all approved permit documents be on site for the inspector. Poor signal, or time constraints may prevent the inspector from accessing them on Citizenserve and may result in a failed inspection. In addition, the manufacturer's installation instructions are required to be on site.

The permit card is required to be posted in a visible location on the job site.

Ladders are not required to be on site.

What is inspected:

1. All documents and previous inspections are reviewed.
2. Roof is inspected for completeness. 3. Flashing installed per FBC R903.
4. The roof inspection affidavit is verified to be accurately completed and uploaded to citizenserve.

An "Approved" result on the final inspection will close the permit.

A "Fail w/ fee" result will be used if the deficiency will need an additional site visit by an inspector.

Fees will need to be paid before the inspection is scheduled.

A "Fail" result is used when the deficiencies are paperwork related and will not require an additional site visit.

This form is only a guide to common inspection items, every job is different and will have different code requirements. If you are unsure if you can meet code compliance, or are unsure of any of the requirements of this document, please contact the Alachua County Building Assistant Building Official Chris Hall at 352.756.6063

Code References

FBC Existing Building

602.1 Scope.

Level 1 alterations include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

702.6 Materials and methods.

All new work shall comply with the materials and methods requirements in the Florida Building Code, Building; Florida Building Code, Energy Conservation; Florida Building Code, Mechanical; and Florida Building Code, Plumbing, as applicable, that specify material standards, detail of installation and connection, joints, penetrations, and continuity of any element, component, or system in the building.

706.1.1

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.

Exception: If an existing roofing system or roof section was built, repaired, or replaced in compliance with the requirements of the 2007 Florida Building Code, or any subsequent editions of the Florida Building Code, and 25 percent or more of such roofing system or roof section is being repaired, replaced, or recovered, only the repaired, replaced, or recovered portion is required to be constructed in accordance with the Florida Building Code in effect, as applicable. Pursuant to s.

553.844(5), *Florida Statutes*, a local government may not adopt by ordinance an administrative or technical amendment to this exception.

706.7 Mitigation.

When a roof covering on an existing structure with a sawn lumber, wood plank or wood structural panel roof deck is removed and replaced, the following procedures shall be permitted to be performed by the roofing contractor:

(a) Roof-decking attachment shall be as required by Section 706.7.1.

(b) A secondary water barrier shall be provided as required by Section 706.7.2.

Exception: Structures permitted subject to the Florida Building Code are not required to comply with this section.

706.7.1 Roof decking attachment for existing structures with wood roof decks.

Fastening for sawn lumber, wood plank or wood structural panel roof deck shall be in accordance with Section 706.7.1.1 or 706.7.1.2 as appropriate for the existing construction. 8d nails shall be a minimum of 0.113 inch (2.9 mm) in diameter and shall be a minimum of 2¹/₄ inches (57 mm) long to qualify for the provisions of this section for existing nails regardless of head shape or head diameter.

706.7.1.1

Roof decking consisting of sawn lumber or wood planks up to 12 inches wide and secured with at least two nails (minimum size 8d) to each roof framing member it crosses shall be deemed to be sufficiently connected. Sawn lumber or wood plank decking secured with smaller fasteners than 8d nails or with fewer than two nails (minimum size 8d) to each framing member it crosses shall be deemed sufficiently connected if fasteners are added such that two clipped head, round head, or ring shank nails (minimum size 8d) are in place on each framing member it crosses.

706.7.1.2

For roof decking consisting of wood structural panels, fasteners and spacing required in columns 3 and 4 of Table 706.7.1.2 are deemed to comply with the requirements of Section 707.3, Florida Building Code, Existing Building for the indicated design wind speed range. Wood structural panel connections retrofitted with a two part urethane based closed cell adhesive sprayed onto the joint between the sheathing and framing members are deemed to comply with the requirements of Section 707.3, Florida Building Code, Existing Building, provided testing using the manufacturer's recommended application on panels connected with 6d smooth shank nails at no more than a 6-inch edge and 12-inch field spacing demonstrate an uplift resistance of a minimum of 200 psf. Supplemental fasteners as required by Table 706.7.1.2 shall be ASTM F1667 classification RSRS-01 ring shank nails with the following minimum dimensions:

1. 1.0.113-inch nominal shank diameter.
2. 2. Ring diameter a minimum of 0.010 inch over shank diameter.
3. 3. 16 to 20 rings per inch.
4. 4. A minimum 0.280-inch full round head diameter.
5. 5. Ring shank to extend a minimum of 1¹/₂ inches from the tip of the nail.
6. 6. Minimum 2³/₈ inches nail length.

FBC Residential

R903.2 Flashing.

Flashings shall be used to seal roofing systems, where the system is interrupted or terminated and shall be installed in a manner that prevents moisture from entering the wall and roof through joints in copings, through moisture permeable materials and at intersections with parapet walls and other penetrations through the roof plane.

R903.2.1 Locations.

Flashings shall be installed at wall and roof intersections, wherever there is a change in roof slope or direction and around roof openings. Where flashing is of metal, the metal shall be corrosion resistant with a thickness of not less than provided in Table R903.2.1 or in compliance with RAS 111.

R904.4 Product identification.

Roof covering materials shall be delivered in packages bearing the manufacturer's identifying marks and approved testing agency labels required. Bulk shipments and/or site manufactured materials shall be accompanied by the same information or issued in the form of a certificate or on a bill of lading by the manufacturer.

R905.1.1 Underlayment.

Underlayment for roof slopes 2:12 and greater shall conform to the applicable standards listed in this chapter. Underlayment materials required to comply with ASTM D226, D1970, D4869, D6757, or ASTM D8257, shall bear a label indicating compliance to the standard designation and, if applicable, type classification indicated. Underlayment for roof slopes 2:12 and greater shall be applied and attached in accordance with Section R905.1.1.1 or R905.1.1.2 as applicable.

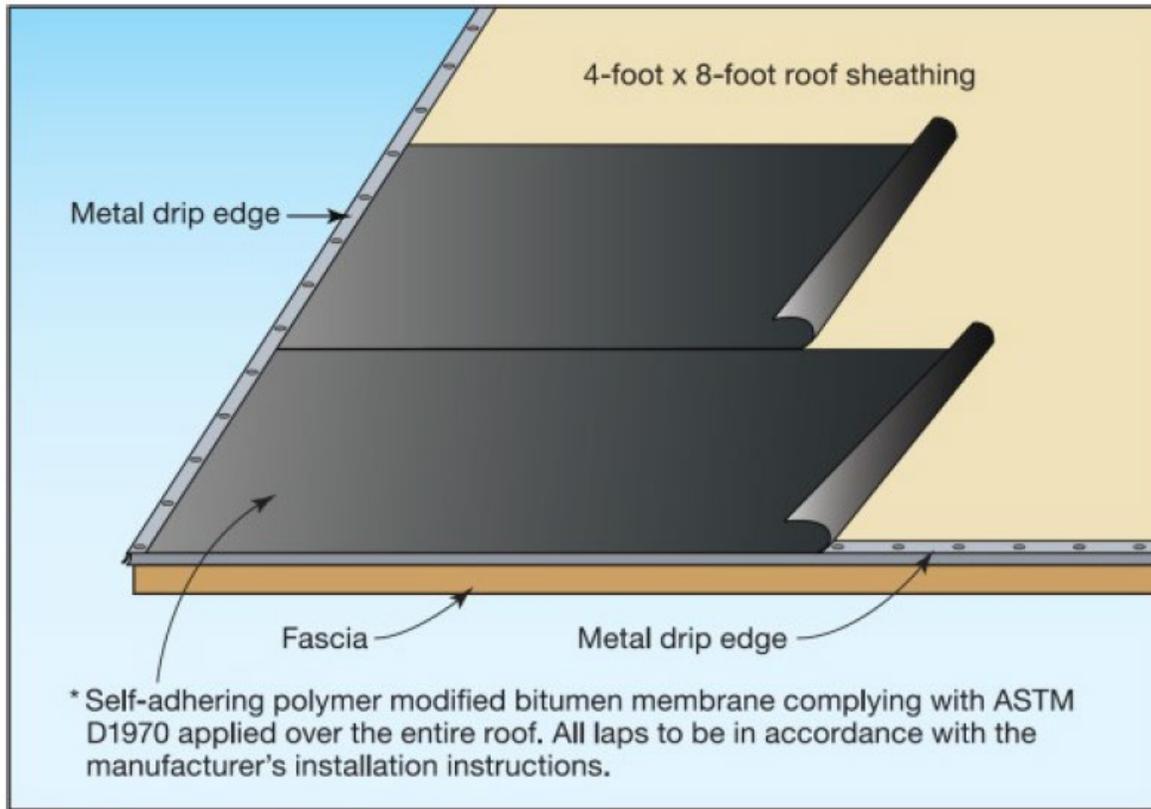
R905.1.1.1 Underlayment for asphalt shingles, metal roof panels or shingles, mineral surfaced roll roofing, slate and slate-type shingles, wood shakes and wood shingles.

Underlayment for asphalt shingles, metal roof panels or shingles, mineral surfaced roll roofing, slate and slate-type shingles, wood shakes and wood shingles shall comply with one of the following methods:

Option 1

The entire roof deck shall be covered with an approved self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 installed in accordance with both the underlayment manufacturer's and roof covering manufacturer's installation instructions for the deck material, roof ventilation configuration and climate exposure for the roof covering to be installed.

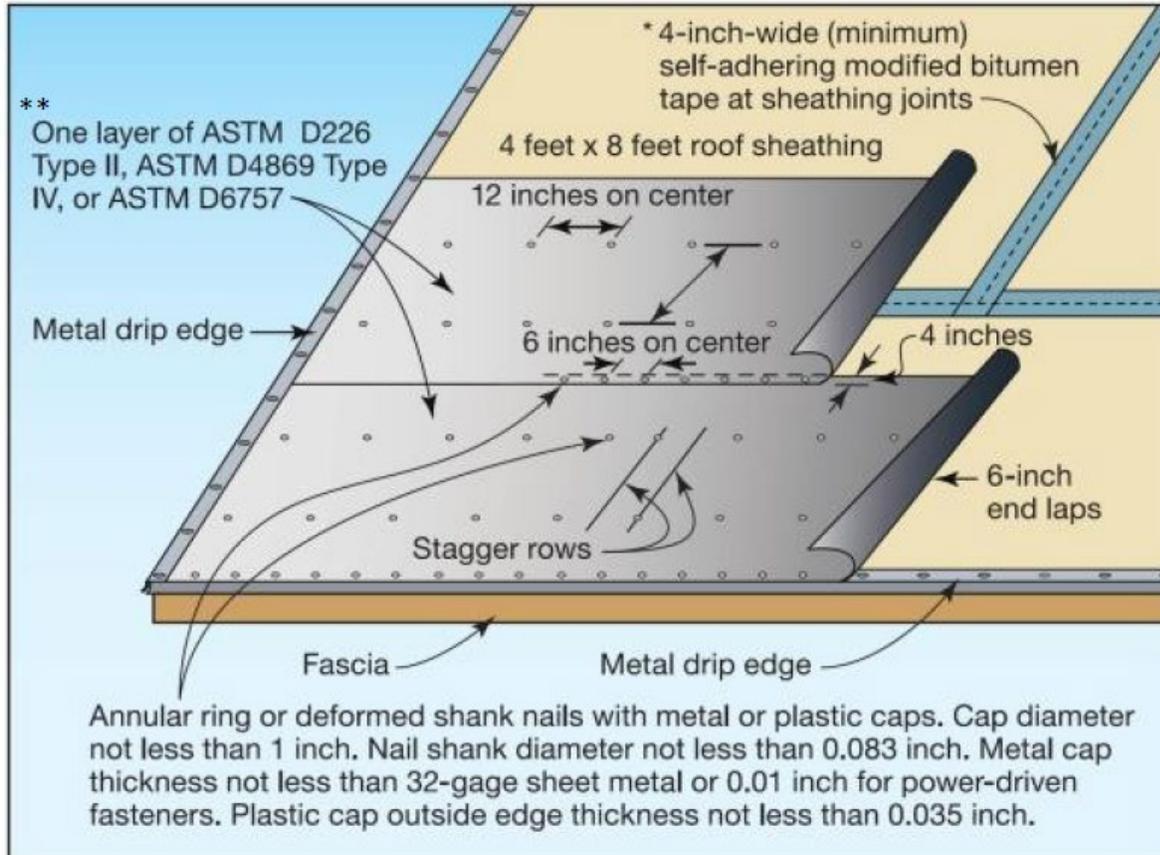
- Exceptions:
1. This method is not permitted for wood shingles or shakes.
 2. An existing self-adhering modified bitumen underlayment that has been previously installed over the roof decking and, where it is required, renailling off the roof sheathing in accordance with Section 706.7.1 of the Florida Building Code, Existing Building can be confirmed or verified. An approved underlayment in accordance with Table R905.1.1.1 for the applicable roof covering shall be applied over the entire roof over the existing self-adhered modified bitumen underlayment.



Sealed Roof Deck Option #1

Option 2

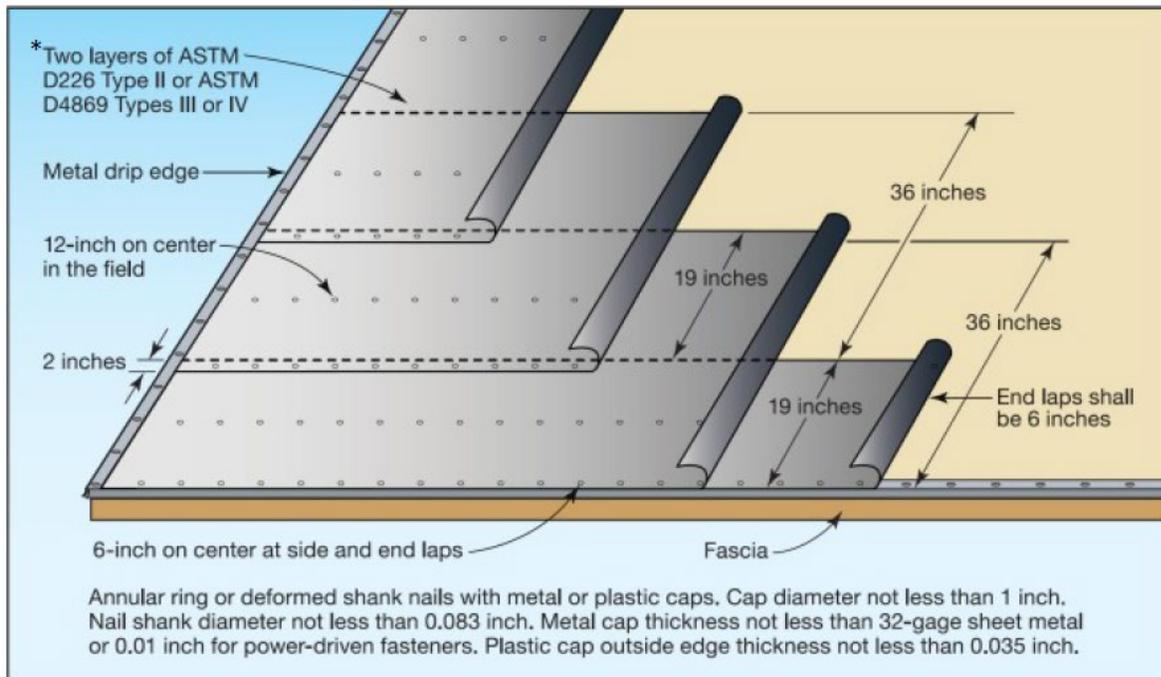
A minimum 3-3/4-inch-wide (95 mm) strip of self-adhering polymer-modified bitumen membrane complying with ASTM D1970 or self-adhering flexible flashing tape complying with AAMA 711, Level 3 [for exposure up to 176°F (80°C)], installed in accordance with the manufacturer's instructions for the deck material, shall be applied over all joints in the roof decking. An approved underlayment in accordance with Table R905.1.1.1 for the applicable roof covering shall be applied over the entire roof over the membrane strips.



Sealed Roof Deck Option #2

Option 3

Two layers of ASTM D226 Type II, ASTM D4869 Type III or Type IV or ASTM D8257 underlayment shall be installed as follows: Apply a strip of underlayment for the first course that is half the width of a full sheet parallel to and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, apply a full sheet of underlayment, for the second course. Apply the third course of underlayment overlapping the second course half the width of a full sheet plus 2 inches (51 mm). Overlap all successive courses half the width of a full sheet plus 1 inch (25 mm). End laps shall be 6 inches (152 mm) and shall be offset by 6 feet (1829 mm). Underlayment shall be attached to a nailable deck with corrosion-resistant fasteners with a maximum fastener spacing, measured horizontally and vertically, of 12 inches (305 mm) o.c. between side laps, and one row at the end and side laps fastened 6 inches (152 mm) o.c. Underlayment shall be attached using annular ring or deformed shank nails with metal or plastic caps with a nominal cap diameter of not less than 1 inch (25 mm). Metal caps are required where the ultimate design wind speed, Vult, equals or exceeds 170 mph. Metal caps shall have a thickness of not less than 32-gage sheet metal. The minimum thickness of the outside edge of plastic caps shall be 0.035 inch (0.889 mm). The cap nail shank shall be not less than 0.083 inch (2.1082 mm) for ring shank nails. The cap nail shank shall have a length sufficient to penetrate through the roof sheathing or not less than 3/4 inch into the roof sheathing.



Sealed Roof Deck Option #3

R905.2.1 Sheathing requirements.

Asphalt shingles shall be fastened to solidly sheathed decks.

R905.2.2 Slope.

Asphalt shingles shall be used only on roof slopes of two units vertical in 12 units horizontal (2:12) or greater.

R905.2.5 Fasteners.

Fasteners for asphalt shingles shall be galvanized steel, stainless steel, aluminum or copper roofing nails, minimum 12-gage [0.105 inch (3 mm)] shank with a minimum 3/8-inch-diameter (9.5 mm) head, complying with ASTM F1667, of a length to penetrate through the roofing materials and not less than 3/4 inch (19.1 mm) into the roof sheathing. Where the roof sheathing is less than 3/4 inch (19.1 mm) thick, the fasteners shall penetrate through the sheathing.

R905.2.6 Attachment.

Asphalt shingles shall have the minimum number of fasteners required by the manufacturer, but not less than four fasteners per strip shingle or two fasteners per individual shingle. Where the roof slope exceeds 21 units vertical in 12 units horizontal (21:12, 175-percent slope), shingles shall be installed as required by the manufacturer.

R905.2.8.2 Valleys.

Valley linings shall be installed in accordance with the manufacturer's instructions before applying shingles.

Valley linings of the following types shall be permitted:

1. For open valleys (valley lining exposed) lined with metal, the valley lining shall be not less than 16 inches (406 mm) wide and of any of the corrosion-resistant metals in Table R903.2.1.
2. For open valleys, valley lining of two plies of mineral-surfaced roll roofing, complying with ASTM D3909 or ASTM D6380 Class M, shall be permitted. The bottom layer shall be 18 inches (457 mm) and the top layer not less than 36 inches (914 mm) wide.
3. For closed valleys (valley covered with shingles), valley lining of one ply of smooth roll roofing complying with ASTM D6380 Class S and not less than 36 inches wide (914 mm) or valley lining as described in Item 1 or 2 shall be permitted. Self-adhering polymer modified bitumen underlayment complying with ASTM D1970 and not less than 36 inches (914 mm) wide shall be permitted in lieu of the lining material.

R905.2.8.4 Other flashing.

Flashing against a vertical front wall, as well as soil stack, vent pipe and chimney flashing, shall be applied in accordance with the asphalt shingle manufacturer's instructions.

R905.2.8.5 Drip edge.

Provide drip edge at eaves and gables of shingle roofs. Overlap to be a minimum of 3 inches (76 mm). Eave drip edges shall extend 1/2 inch (13 mm) below sheathing and extend back on the roof a minimum of 2 inches (51 mm). Drip edge shall be installed over the underlayment. Self-adhering ASTM D1970 underlayment may be installed over a primed drip edge flange. There shall be a minimum 4 inch (51 mm) width of roof cement installed over the drip edge flange or the self-adhering underlayment. Drip edge shall be mechanically fastened a maximum of 12 inches (305 mm) on center. Where the Vasd as determined in accordance with Section R301.2.1.3 is 110 mph (177 km/h) or greater or the mean roof height exceeds 33 feet (10 058 mm), drip edges shall be mechanically fastened a maximum of 4 inches (102 mm) on center.

706.4.1.1

Each townhouse shall be considered a separate building and shall be separated from adjoining townhouses by a party wall complying with Section 706.1.1 or by the use of separate exterior walls meeting the requirements of Tables 601 and 602 for zero clearance from property lines as required for the type of construction. Separate exterior walls shall include one of the following:

1. A parapet not less than 18 inches above the roof line.
2. Roof sheathing of noncombustible material or fire retardant treated wood, for not less than a 4 foot width on each side of the exterior dividing wall.
3. One layer of $\frac{5}{8}$ inch Type X gypsum board attached to the underside of roof decking, for not less than a 4 foot width on each side of the exterior dividing wall.

706.5 Horizontal continuity.

Fire walls shall be continuous from *exterior wall* to *exterior wall* and shall extend not less than 18 inches beyond the exterior surface of *exterior walls*.

Exceptions:

1. *Fire walls* shall be permitted to terminate at the interior surface of combustible exterior sheathing or siding provided the *exterior wall* has a *fire-resistance rating* of not less than 1 hour for a horizontal distance of not less than 4 feet (1220 mm) on both sides of the *fire wall*. Openings within such *exterior walls* shall be protected by opening protectives having a *fire protection rating* of not less than $\frac{3}{4}$ hour.
2. *Fire walls* shall be permitted to terminate at the interior surface of noncombustible exterior sheathing, exterior siding or other noncombustible exterior finishes provided the sheathing, siding or other exterior noncombustible finish extends a horizontal distance of not less than 4 feet (1220 mm) on both sides of the *fire wall*.
3. *Fire walls* shall be permitted to terminate at the interior surface of noncombustible exterior sheathing where the building on each side of the *fire wall* is protected by an *automatic sprinkler system* installed in accordance with Section 903.3.1.1 or 903.3.1.2.

Questions and clarifications

Following are questions asked to the Building official and the answers provided constitute policy of ACBD.

Q. How much of my roof can I complete before the in progress inspection?

A. We now require the in progress at a very specific time as stated in the inspection requirements above. To avoid delays on your job we recommend using a virtual inspection.

Q. How much detail is required for my Scope of Work sketch?

A. A rough drawing is acceptable, general shape and size of building. Roof slopes and dimensions are needed.

Q. We forgot to schedule an inspection last night. Is it possible to add it today?

A. In most cases yes, we can add your inspection the same day you contact us. Contact the building department at (352) 374-5243 as early as you can with the permit number and inspection you want. If we have the manpower available we will add your inspection. However, same day inspections are subject to the overtime inspection fees.

Q. Our roof was completed without a permit and now my insurance company wants proof the roof was replaced. Can the Building Department Issue me an after the fact permit.

A. We would not be able to issue a permit on a roof that is completed. We have no way to verify underlayment, fastening, materials used, etc. We cannot inspect your roof to determine age or condition. You would need to contact a licensed roofing contractor to do an evaluation.

Q. I have a roof permit that never got closed and now the open permit is holding up the sale of my home. How do I get the permit closed?

A. Please contact us at (352) 374-5243 with your permit number or address. In general, if the permit is older than 3 years we can close the permit administratively. If the permit is less than 3 years old we would like to conduct a final inspection.

Q. Do I need a permit to re-roof my mobile home?

A. Per Alachua county policy, a mobile home does not need a permit for roofing.

Q. Can I replace my roof myself?

A. Yes you can per Florida Statutes 489.103 (7)(a). There is an Owner/Builder process. If you are the listed owner of the property and supervise all the work being done. You are still subject to Alachua County's permitting and inspection process.

Q. I own a duplex, can I just re roof a single unit or does the whole building need to be done?

A. Yes, you can just replace the roof over a single unit. Make sure you specify on your scope of work the unit, or units, to be completed. This will be compared to the actual work completed at final. If it does not match, you will need to modify the permit.

Q. I can't schedule a final inspection online.

A. Are all of your fees paid? Citizenserve will not let you schedule a final inspection if fees are due.

Have a roof replacement question? Email Chall@AlachuaCounty.US and it might get added here.