



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 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.

Per Florida Statute 553.79 for non-structural repairs valued under \$7500 will not require a permits. Minor repairs would qualify for this as long as structural sheathing is not being replaced. Per the same statute a job may not be divided in an attempt to qualify for this exemption. Roof repairs would qualify for this exemption, re-roofing an entire structure would not qualify even if valued under \$7500.

****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.

****If you forget to schedule an in-progress please contact us at (352) 374-5243, we can add the inspection as we don't want to miss this time sensitive inspection. Failure to have this inspection will result in material being removed.****

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 or 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 Department at (352) 374-5243**

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 may be 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.