



# MONROE COUNTY BUILDING DEPARTMENT

**Ocean Reef Office:**  
11601 CR 905  
Key Largo, FL 33037  
Ph: (305) 453-8765

**Key Largo (Upper Keys) Office:**  
102050 Overseas Highway  
Murray D. Nelson Building  
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**Marathon (Middle Keys) Office**  
2798 Overseas Highway  
Suite 330  
Marathon, FL 33050  
Phone: (305) 289-2501

**Stock Island (Lower Keys) Office:**  
5503 College Road  
Suite 203  
Key West, FL 33040  
Phone: (305) 295-3990

## OWNER BUILDER RESIDENTIAL RE-ROOF PERMITTING REQUIREMENT

Owner Signature Required at Time of Submission In Presence of Building Staff (Page 2)

<b>Job Address:</b>	<b>Date:</b>
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### Building Permit Application Requirements:

1. A Monroe County ROOFING – RESIDENTIAL building permit application is submitted, reviewed and approved by the Building Department.
2. Provide a “Florida Product Approval” or “Miami-Dade Notice Of Acceptance”.  
The roof assembly that is to be installed needs a tested assembly that meets or exceeds the components and cladding pressures located on the roof components and cladding worksheet for reroofs.  
Some instances, such as low slope roofs, may require a design professional to recalculate the Product Approval’s /NOA’s attachment of the roof system to meet the component and cladding pressures which exceed the design limitations of the proposed system.  
Asphalt shingle roof assemblies do not need to meet components and cladding pressures but must meet ASTM D 3161 Class F or ASTM D 7158 Class H or TAS107.

### Issued Permit Inspection Requirements:

The following inspections are required; additional inspections may be required for some re-roof jobs:

#### 1. Sheathing Inspection (Inspection Code=175)

An owner acting as his own contractor must have a roof sheathing inspection prior to dry-in to verify attachment per the 5th Edition FBC Existing Table 708.7.1.2, or the Roof Assemblies Miami-Dade NOA or Florida Product Approval whichever is applicable. Affidavits will not be accepted.

- a. Maximum spacing determined based on existing fasteners and supplemental fasteners
- b. Maximum spacing determined based on supplemental fasteners only.

EXISTING FASTENERS	EXISTING SPACING	V <sub>asd</sub> 110 MPH OR LESS SUPPLEMENTAL FASTENER SPACING SHALL BE NO GREATER THAN	V <sub>asd</sub> GREATER THAN 110 MPH SUPPLEMENTAL FASTENER SPACING SHALL BE NO GREATER THAN
Staples or 6d	Any	6" o.c. <sup>b</sup>	6" o.c. <sup>b</sup>
8d clipped head, round head, smooth or ring shank	6" o.c. or less	None necessary	None necessary
8d clipped head, round head, smooth or ring shank	Greater than 6" o.c.	6" o.c. <sup>a</sup>	6" o.c. <sup>a</sup>

#### 2. Roof Dry-In Inspection (Inspection Code=200)

The underlayment must be completely installed and the sheathing inspection approved.  
No roof covering can be installed until this inspection has been completed and approved.

#### 3. Roof In Progress Inspection (Inspection Code=210)

- a. When a roof covering is being installed over an existing roof covering, a Roof In Progress Inspection is required performed for the dry-in inspection required by the Existing Building Code Section 708.3 prior to commencing work.



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## **b. Roof Over - Roof In Progress Inspection (Inspection Code=210)**

If the intent of the permit is to apply a roof covering over an existing roof covering, a Roof In Progress inspection is required instead of a roof dry-in. Per Florida Building Code:

708.3 of the Florida Building Code Residential new roof coverings shall not be installed without prior approval by the inspector.

708.7.2 Roof secondary water barrier for site-built single-family residential structures. A secondary water barrier shall be installed using one of the following methods when roof covering is removed and replaced: a) 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. No additional underlayment shall be required on top of this sheet for new installations. b) An underlayment system approved for the particular roof covering shall be applied with the following modification: (1) For roof slopes that require one layer of underlayment, a layer of approved asphalt impregnated ASTM D 226 Type I or Type II, ASTM D 4869 type II or Type IV underlayment or approved synthetic underlayment shall be installed. The felt is to be fastened with 1-inch (25 mm) round plastic cap or metal cap nails or tin tabs and nails, attached to a nailable deck with two staggered rows in the field with a maximum fastener spacing of 12"o.c. with 6- inch (152 mm) fastener spacing at the overlaps. The synthetic underlayment shall be fastened in accordance with the manufacturer's recommendations. (2) For roof slopes that require two layers of underlayment, an approved asphalt impregnated ASTM D 226 Type I or Type II , ASTM D 4869 type II or Type IV underlayment shall be installed in a shingle-fashion and lapped 19 inches (483 mm). The felt is to be fastened with 1-inch (25 mm) round plastic cap or metal cap nails or tin tabs and nails, attached to a nailable deck with one row in the field with a maximum fastener spacing of 12"o.c. with 6-inch (152 mm) fastener spacing at the overlaps. An approved synthetic underlayment shall be installed in accordance with the manufacturer's installation instruction. (No additional underlayment shall be required over the top of this sheet).

## **4. Flashing Inspection (220)**

This inspection is done at the same time as the dry-in or roof covering. All the flashing must be completed and visible. Per Florida Building Code:

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 at eaves shall be permitted to be installed either over or under the underlayment. If installed over the underlayment, there shall be a minimum 4 inch (51 mm) width of roof cement installed over the drip edge flange. Drip edge shall be mechanically fastened a maximum of 4 inches (102 mm) on center.

## **5. Roof in Progress Inspection (Inspection Code=210)**

An in-progress inspection must be made as the roof contractor is on site and installing. The fastening of the roof covering must be in accordance with the requirements of the Miami-Dade NOA or Florida Product Approval. Six (6) nails required per shingle.

## **6. Roof Final Inspection (Inspection Code=294)**

Roof assembly installation is complete, all required preliminary inspections are complete, and all debris has been removed.

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### **OWNER ACKNOWLEDGMENT: (Signature required at time of submission in presence of building department staff)**

I HAVE READ THE REQUIREMENTS AND AGREE TO COMPLY WITH ALL REQUIREMENTS FOR OWNER BUILDER RE-ROOFING PERMIT.

Print Name

Signature

Date

#### **OFFICE STAFF ONLY:**

Building Staff Acknowledgement - Owner signed in my presence: *Initial:*

**PERMIT #:**