

METAL ROOF PANELS INSTALLATION CHECKLIST FORM - (FBC 7th Edition 2020)

SITE ADDRESS: _____

New Roof
 Re-Roofing
 Roof-Over
 Repair (DETAILS STILL REQUIRED)

Sloped Roof Pitch: _____ / 12 Sloped Roof Area (In SQRS): _____

Min. & Max. Pitch: _____ / 12 & _____ / 12 Sheath-Over (ENGINEERING ATTACHED)

Re-Nail
 Spaced Sheathing
 Metal-to-Metal

Tile-to-Metal Skylights/Tubes Replaced: _____

Shingles/Shake-to-Metal
 15/32" Plywood
 Yes (NOA or FL # Attached)

(ENGINEERING ATTACHED) 19/32" Plywood No _____

UNDERLAYMENT/BASE SHEET SPECS: Product Approval(s): _____

<input type="checkbox"/> Self-Adhered Direct-to-Deck	<input type="checkbox"/> 4" Wide strip	<input type="checkbox"/> 3 3/4" Wide strip	<input type="checkbox"/> 2 Layers of 30#	<input type="checkbox"/> 2 Layers of Synthetic
Self-adhering polymer-modified bitumen underlayment directly over entire roof deck	4" Wide Strip of S.A. polymer-modified bitumen membrane per ASTM D1970 applied over all joints with 30# Felt on top	3 3/4" Wide strip of self-adhering flexible flashing tape per AAMA 711 applied over all joints with 30# Felt on top	Two (2) layers of ASTM D226 Type II – OR- ASTM D4869 Type III or Type IV. Layers to be lapped at 19" O.C. (See sketch on 2 nd Pg)	Two (2) layers of reinforced synthetic underlayment ASTM D226. Layer to be lapped by min. half width of rolls.

METAL PANEL SPECIFICATIONS:

Manufacturer	Product Name	Panel Profile	NOA or FL Approval #

METAL PANEL ATTACHMENT SPECIFICATIONS:

Type	Field Spacing	Perimeter Spacing	Corner Spacing
<input type="checkbox"/> Fasteners <input type="checkbox"/> Clips			

FLAT ROOF INCLUDED: YES NO
 (Separate Flat Roof Checklist Required)

ZONING REVIEW:

Roof Material Color: _____ (Attach Manufacturer's Color Chart for Zoning Review.)

Applicant's Affidavit: I hereby certify that I have read the material on all pages of this document and have FULLY provided ALL the information requested.

Qualifier Name

Qualifier Signature

Date

POLICIES & PROCEDURES FOR METAL ROOFS

The information provided herein serves to assist permit holders in understanding building code and building division policies effecting roof permits. Please contact the building division before commencing work if there are questions regarding code requirements.

****THE (insert municipality) DOES NOT ACCEPT CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATIONS WITHOUT PRIOR APPROVAL OF THE BUILDING OFFICIAL AS PER FBC-B 7TH ED., 2020 CHAPTER 1 – SECTION 110.1.3. CERTIFICATIONS AND AFFIDAVITS (IF PERMITTED VIA PRIOR APPROVAL OF THE BUILDING OFFICIAL) ARE TO BE ACCOMPANIED BY EXTENSIVE PHOTOGRAPHIC EVIDENCE OF SUFFICIENT DETAIL TO DEMONSTRATE CODE COMPLIANCE.****

A building permit does not assure compliance with your homeowners association's rules, regulations and/or deed restrictions. We advise you to obtain approval from your homeowners association before improving your property. All re-roof permit applications shall contain an accurate description of the removal of existing roof covering and the new roofing material intended for replacement.

AT ALL TIMES, roof coverings application to be on a solid or closely fitted deck. Re-roofing over existing space-sheathed roof decks is NOT permitted except by code AND product approvals and may require a sheath-over or re-sheath using structural grade panels (plywood) according to current Florida Building Codes.

- Sheath-over (applying plywood panels over any existing sheathing) requires Florida Registered Design Professional written specifications (i.e. nail or screw length and fastening pattern into framing members). Submittal of written specifications required at time of roofing permit application.
- Re-sheath (removal and replacement of plywood panels) requires use of minimum 19/32" plywood fastened with 8d ring-shank nails 4" O.C. at all plywood edges and 6" O.C. in field. If a different nailing pattern is used, provide a specification letter signed, sealed and signature dated by a Florida Registered Design Professional.
- Spaced board sheathing fill-in: spaces between existing spaced-sheathing boards may be filled in with boards of the same size and thickness to provide a closely fitted solid deck. New boards to be fastened in accordance with current code requirements.

Existing plywood sheathing shall be re-nailed prior to application of any underlayment including ASTM asphalt base sheet. Re-nailing requires use of minimum 8d ring-shank nails, 6" O.C. at plywood edges & 6" O.C. in field. If a more stringent nailing pattern is required, provide a specification letter signed, sealed and signature dated by a Florida Registered Design Professional.

Contractor to coordinate sheathing (nailing or re-nailing) inspection with Building Department. **NO CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATION ACCEPTED WITHOUT PRIOR APPROVAL BY THE BUILDING OFFICIAL.** After permit issuance, a contractor may demolish and dry-in a re-roof before the building department re-nail inspection. Contractor to be on site and provide access by cutting the underlayment for the re-roof sheathing re-nail inspection. Contact the Building Department the day of the inspection between 7:00A-7:30A to obtain inspection timeframe.

POLICIES & PROCEDURES FOR TILE ROOFS

The information provided herein serves to assist permit holders in understanding building code and building division policies effecting roof permits. Please contact the building division before commencing work if there are questions regarding code requirements.

****THE (INSERT MUNICIPALITY) DOES NOT ACCEPT CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATIONS WITHOUT PRIOR APPROVAL OF THE BUILDING OFFICIAL AS PER FBC-B 7TH ED., 2020 CHAPTER 1 – SECTION 110.1.3. CERTIFICATIONS AND AFFIDAVITS (IF PERMITTED VIA PRIOR APPROVAL OF THE BUILDING OFFICIAL) ARE TO BE ACCOMPANIED BY EXTENSIVE PHOTOGRAPHIC EVIDENCE OF SUFFICIENT DETAIL TO DEMONSTRATE CODE COMPLIANCE.****

Tile In-Progress: Scheduling of the Roof Tile In-Progress Inspection to be no later than prior to application of 20% of the Roof Tile. Foam applicators to be properly licensed and/or certified as required by roof tile adhesive manufacturer.

A building permit does not assure compliance with your homeowners association's rules, regulations and/or deed restrictions. We advise you to obtain approval from your homeowners association before improving your property. All re-roof permit applications shall contain an accurate description of the removal of existing roof covering and the new roofing material intended for replacement.

AT ALL TIMES, roof coverings application to be on a solid or closely fitted deck. Re-roofing over existing space-sheathed roof decks is NOT permitted except by code (wood shingles & wood shakes as per FBC-B 7th - Sections 1507.8, R905.7, 1507.9 & R905.8) and shall require a sheath-over or re-sheath using structural grade panels (plywood) according to current Florida Building Codes.

- Sheath-over (applying plywood panels over any existing sheathing) requires Florida Registered Design Professional written specifications (i.e. nail or screw length and fastening pattern into framing members). Submittal of written specifications required at time of roofing permit application.
- Re-sheath (removal and replacement of plywood panels) requires use of minimum 19/32" plywood fastened with 8d ring-shank nails 4" O.C. at all plywood edges and 6" O.C. in field. If a different nailing pattern is used, provide a specification letter signed, sealed and signature dated by a Florida Registered Design Professional.
- Spaced board sheathing fill-in: spaces between existing spaced-sheathing boards may be filled in with boards of the same size and thickness to provide a closely fitted solid deck. New boards to be fastened in accordance with current code requirements.

Existing plywood sheathing shall be re-nailed prior to application of any underlayment including ASTM asphalt base sheet. Re-nailing requires use of minimum 8d ring-shank nails, 6" O.C. at plywood edges & 6" O.C. in field. If a more stringent nailing pattern is required, provide a specification letter signed, sealed and signature dated by a Florida Registered Design Professional.

Contractor to coordinate sheathing (nailing or re-nailing) inspection with Building Department. **NO CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATION ACCEPTED WITHOUT PRIOR APPROVAL BY THE BUILDING OFFICIAL.** After permit issuance, a contractor may demolish and dry-in a re-roof before the building department re-nail inspection. Contractor to be on site and provide access by cutting the underlayment for the re-roof sheathing re-nail inspection. Contact the Building Department the day of the inspection between 7:00A-7:30A to obtain inspection timeframe.

TABLE 2 GC
Gable Roof – ASCE 7-16
Exposure C – Tile Factor = 1.407 ft³

Roof Slopes	Mean Roof Heights (ft)	Roof Zones	170
			Ma (ft-lbf)
Less than 4.5:12	0-15	LPZ	36.1
		HPZ	41.5
	20	LPZ	38.2
		HPZ	44.0
	30	LPZ	41.6
		HPZ	47.9
	40	LPZ	44.2
		HPZ	50.8
	50	LPZ	46.3
		HPZ	53.2
	60	LPZ	48.0
		HPZ	55.2
4.5:12 to less than 6:12	0-15	LPZ	31.6
		HPZ	41.5
	20	LPZ	33.4
		HPZ	44.0
	30	LPZ	36.4
		HPZ	47.9
	40	LPZ	38.7
		HPZ	50.8
	50	LPZ	40.5
		HPZ	53.2
	60	LPZ	42.0
		HPZ	55.2
6:12 to 12:12	0-15	LPZ	27.1
		HPZ	37.9
	20	LPZ	26.8
		HPZ	40.1
	30	LPZ	31.2
		HPZ	43.7
	40	LPZ	33.1
		HPZ	46.4
	50	LPZ	34.7
		HPZ	48.6
	60	LPZ	36.0
		HPZ	50.4

LPZ = Low Pressure Zones 1, 2e, 2n, & 2r for Gable Roofs
 HPZ = High Pressure Zones 3e & 3r for Gable Roofs

TABLE 2 HC
Hip Roof – ASCE 7-16
Exposure C – Tile Factor = 1.407 ft³

Roof Slopes	Mean Roof Heights (ft)	Roof Zones	170
			Ma (ft-lbf)
Less than 4.5:12	0-15	LPZ	32.5
		HPZ	32.5
	20	LPZ	34.4
		HPZ	34.4
	30	LPZ	37.5
		HPZ	37.5
	40	LPZ	39.8
		HPZ	39.8
	50	LPZ	41.7
		HPZ	41.7
	60	LPZ	43.2
		HPZ	43.2
4.5:12 to less than 6:12	0-15	LPZ	27.1
		HPZ	27.1
	20	LPZ	28.7
		HPZ	28.7
	30	LPZ	31.2
		HPZ	31.2
	40	LPZ	33.1
		HPZ	33.1
	50	LPZ	34.7
		HPZ	34.7
	60	LPZ	36.0
		HPZ	36.0
6:12 to 12:12	0-15	LPZ	34.3
		HPZ	41.5
	20	LPZ	36.3
		HPZ	44.0
	30	LPZ	39.5
		HPZ	47.9
	40	LPZ	42.0
		HPZ	50.8
	50	LPZ	44.0
		HPZ	53.2
	60	LPZ	45.6
		HPZ	55.2

LPZ - Low Pressure Zones 1, 2e & 2r for Hip Roofs
 HPZ - High Pressure Zones 3 for Hip Roofs
 h/B ≤ 0.80 values used where applicable
 (most conservative)

SHINGLES/SHAKES INSTALLATION CHECKLIST FORM - (FBC 7th Edition 2020)

SITE ADDRESS: _____

New Roof Re-Roofing Repair (ADDITIONAL DETAILS STILL REQUIRED)

Sloped Roof Pitch: _____ / 12 Sloped Roof Area (In SQRS): _____

Sheath-Over (ENGINEERING ATTACHED) Spaced Sheathing

Skylights/Tubes
Replaced:

Re-Nail Shingle-Over (1 TIME ONLY) 15/32" Plywood 19/32" Plywood Yes (w/NOA or FL#)
 No _____

UNDERLAYMENT/BASE SHEET SPECS: Product Approval(s): _____

<input type="checkbox"/> Self-Adhered Direct-to-Deck	<input type="checkbox"/> 4" Wide strip	<input type="checkbox"/> 3 ¾" Wide strip	<input type="checkbox"/> 2 Layers of 30# <small>(Only Option for Wood Shingles/Shakes)</small>	<input type="checkbox"/> 2 Layers of Synthetic
Self-adhering polymer-modified bitumen underlayment directly over entire roof deck	4" Wide Strip of S.A. polymer-modified bitumen membrane per ASTM D1970 applied over all joints with 30# Felt on top	3 ¾" Wide strip of self-adhering flexible flashing tape per AAMA 711 applied over all joints with 30# Felt on top	Two (2) layers of ASTM D226 Type II – OR- ASTM D4869 Type III or Type IV. Layers to be lapped at 19" O.C. (See sketch on 2 nd Pg)	Two (2) layers of reinforced synthetic underlayment ASTM D226. Layer to be lapped by min. half width of rolls.

SHINGLES SPECIFICATIONS:

Manufacturer	Product Name	Shingle/Shake Type	NOA or FL Approval #

FLAT ROOF INCLUDED: YES NO
(Separate Flat Roof Checklist Required)

ZONING REVIEW:

Roof Material Color: _____ (Attach Manufacturer's Color Chart for Zoning Review.)

- NO THREE-TAB SHINGLES ALLOWED
- 30-YR or greater dimensional/architectural type laminated shingles.
- All new exposed wood (fascia & soffit) will be painted or primed prior to final inspection. Within 30 days of final inspection, owner will paint new exposed wood to match building colors.

Applicant's Affidavit: I hereby certify that I have read the material on all pages of this document and have FULLY provided ALL the information requested.

 Qualifier Name Qualifier Signature Date

POLICIES & PROCEDURES FOR SHINGLE/SHAKE ROOFS

The information provided herein serves to assist permit holders in understanding building code and building division policies effecting roof permits. Please contact the building division before commencing work if there are questions regarding code requirements.

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Asphalt composition shingles: Building code requirements specify that asphalt composition shingles (fiberglass shingles) shall resist 130 miles per hour wind speeds (per FBC-B 7th - Table 1507.2.7.1). The fiberglass shingles used must have product control approval from an approved agency and labeled for high wind resistance; must comply with ASTM D3161 Class F or ASTM D 7158 Class H).

AT ALL TIMES, roof coverings application to be on a solid or closely fitted deck. Re-roofing over existing space-sheathed roof decks is NOT permitted except by code (wood shingles & wood shakes as per FBC-B 7th - Sections 1507.8, R905.7, 1507.9 & R905.8) and shall require a sheath-over or re-sheath using structural grade panels (plywood) according to current Florida Building Codes.

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Contractor to coordinate sheathing (nailing or re-nailing) inspection with Building Department. **NO CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATION ACCEPTED WITHOUT PRIOR APPROVAL BY THE BUILDING OFFICIAL.** After permit issuance, a contractor may demolish and dry-in a re-roof before the building department re-nail inspection. Contractor to be on site and provide access by cutting the underlayment for the re-roof sheathing re-nail inspection. Contact the Building Department the day of the inspection between 7:00A-7:30A to obtain inspection timeframe.

FLAT ROOF INSTALLATION CHECKLIST FORM - (FBC 7th Edition 2020)

SITE ADDRESS: _____

New Roof Re-Roofing Recover/Roof-Over Repair (DETAILS STILL REQUIRED)

Commercial Residential Flat Roof Area (In SQRS): _____

Flat Roof Deck Type: _____

Enhanced Fastening Calculations by P.E./Arch./Roof Consultant Attached (REQUIRED FOR MIAMI-DADE NOA'S)

Roof Moisture Survey Attached (REQUIRED FOR RECOVER/ROOF-OVER)

Pull-Test Report Attached (REQUIRED FOR RECOVER/ROOF-OVER)

N.D.L. Warranty (PROVIDED AT ROOF FINAL INSPECTION)

FLAT ROOF SYSTEM SPECIFICATIONS:

Built-Up Roof System/Modified Bitumen System

NOA or FL Product Approval Number: _____

System # (as listed on the Product Approval): _____

Insulation Layer(s) & Attachment: _____

Cover Board & Attachment: _____

Ply Sheets & Attachment: _____

Cap Sheet & Attachment: _____

Other: _____

Single-Ply System or Roof Coating

NOA or FL Product Approval Number: _____

System # (as listed on the Product Approval): _____

Insulation Layer(s): _____

Cover Board: _____

Other: _____

Applicant's Affidavit: I hereby certify that I have read the material on both pages of this document and have FULLY provided ALL the information requested.

Qualifier Name

Qualifier Signature

Date

335 SW 2ND AVENUE SOUTH BAY, FL 33493
PHONE: 561-996-6751 * FAX 561-996-7950
WWW.SOUTHBAYCITY.COM

POLICIES & PROCEDURES FOR FLAT ROOFS

The information provided herein serves to assist permit holders in understanding building code and building division policies effecting roof permits. Please contact the building division before commencing work if there are questions regarding code requirements.

****THE VILLAGE OF WELLINGTON DOES NOT ACCEPT CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATIONS WITHOUT PRIOR APPROVAL OF THE BUILDING OFFICIAL AS PER FBC-B 7TH ED., 2020 CHAPTER 1 – SECTION 110.1.3. CERTIFICATIONS AND AFFIDAVITS (IF PERMITTED VIA PRIOR APPROVAL OF THE BUILDING OFFICIAL) ARE TO BE ACCOMPANIED BY EXTENSIVE PHOTOGRAPHIC EVIDENCE OF SUFFICIENT DETAIL TO DEMONSTRATE CODE COMPLIANCE.****

SLOPE & DRAINAGE:

FLAT ROOF SYSTEM CONSIDERED ANY ROOF SLOPE BELOW 2:12 PITCH.

POSITIVE DRAINAGE IS STILL REQUIRED PER FBC-EXISTING 7TH 2020 SECTION 706.1.

A VOW building permit does not assure compliance with your homeowners association's rules, regulations and/or deed restrictions. We advise you to obtain approval from your homeowners association before improving your property. All re-roof permit applications shall contain an accurate description of the removal of existing roof covering and the new roofing material intended for replacement.

Existing plywood sheathing shall be re-nailed prior to application of any underlayment including ASTM asphalt base sheet. Re-nailing requires use of minimum 8d ring-shank nails, 6" O.C. at plywood edges & 6" O.C. in field. If a more stringent nailing pattern is required, provide a specification letter signed, sealed and signature dated by a Florida Registered Design Professional.

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 roof 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.

Overflow Scuppers:

It is required that rainwater flows off 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 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.

Existing HVAC Systems:

A separate or sub mechanical permit is required for any removal and reinstallation of existing mechanical equipment.

Contractor to coordinate sheathing (nailing or re-nailing) inspection with Building Department. **NEITHER CONTRACTOR AFFIDAVITS NOR ENGINEERING CERTIFICATION ACCEPTED WITHOUT PRIOR APPROVAL BY THE BUILDING OFFICIAL.** After permit issuance, a contractor may demolish and dry-in a re-roof before the building department re-nail inspection. Contractor to be on site and provide access by cutting the underlayment for the re-roof sheathing re-nail inspection. Contact the Building Department the day of the inspection between 7:00A-7:30A to obtain inspection timeframe.

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