



Planning & Development Department
100 S. Myrtle Avenue, Suite 210
Clearwater, FL 33756
Telephone: (727) 562-4567
www.myclearwater.com

ROOFING PERMIT AND INSPECTION REQUIREMENTS

(Permits are required for all jobs more than \$500.00)

Required Information:

1. Manufacturer's specifications and installation instructions:
 - A. This may include information for:
 - a) Asphalt, fiberglass, or mineral shingles.
 - b) Concrete or clay tile.
 - c) Modified membrane including glass base sheet.
 - d) The insulation boards and underlayment's.
 - e) Any covering not listed above.
 - B. Contractor to provide all installation specifications for any and all materials used on the job.
2. Clearly mark the specifications that pertain to the job.
3. Obtain all permits before you start work, except in an emergency. In case of an emergency follow these procedures:
 - A. Notify Planning and Development Department in a timely manner [FAX #562-4576].
 - B. Apply for an after the fact permit (no penalty fee if done within three work days).
 - C. Supply the following:
 - a) The emergency; such as leaky roof.
 - b) Manufacturer's specifications and installation instructions.
 - c) **Photographs clearly showing all phases of the job, with something showing a recognizable feature of the job site.**
4. Post all plans, specifications and permits in a noticeable location, before starting **any** work and until final inspection is passed. Protect all documents from the weather, and make available for the inspector.

5. Roof Permit Requirements

Residential:

- ✓ Provide documentation for the value of the structure - land not included. *
- ✓ Complete permit application with job description including the type of roofing materials (shingle, tile, etc.) and number of squares.
- ✓ Provide the respective FL product approval numbers** or NOA's*** (Notice of Acceptance) for roof covering and secondary water barrier/underlayment if being used. Approval information and installation instructions required.
- ✓ Inspection affidavit may be used. Affidavit must be on-site with the permit and roofing specs at the time of final inspection.
- ✓ Contractor license information - homeowner performing work exempted.
- ✓ Applicable permit fees paid.

Commercial (Triplex or greater):

- ✓ Same as above but documentation of the value of the structure not required except in flood hazard (A and V) zones.
- ✓ Hot work permit and fire inspection is required for all hot mop installation. Fees will be assessed accordingly. A fire safety inspection is required by the Fire Marshal's inspector prior to work commencing.

Required Inspections:

6. All roof inspection requests will be an in-progress (917), and a completed roof (901). **We require that "in-progress" pictures be posted with the permit for the final inspection (901).** Both inspections (917 & 901) must pass inspection in order for the permit to be completed. The inspection line number is (727) 562-4580. Inspections can also be scheduled on the intranet @ www.myclearwater.com.
7. A final inspection (901) is required upon passing **all** in-progress inspections and the roof is completed. **This is Mandatory!** Failure to request a final inspection may result in a penalty.

Requesting Inspections:

8. To insure an inspection the business day you want it, make your request the day before, by midnight.
 - A. An exception would be considered in cases of an emergency.
9. The inspectors are available during the following times: 8:00 am - 8:30 am. & 4:00 p.m. - 4:30 p.m. The inspector will try to work with you to set up an inspection window, however they cannot guarantee a specific time for an inspection.

Weekend Work:

10. The roofing contractor needs to contact the inspector prior to weekend work. Inform the inspector of the planned work and set up a possible inspection for the next work day:
 - A. Provide the following information, and leave at the job site for the next work day inspection:
 - a) Materials, specifications, and methods used.
 - b) Provide photographs clearly showing all phases of the job, and some recognizable feature of the job site.
11. Non-compliance with these procedures can result in a correction notice or a stop work order, and penalty fees.

Common Correction Notice Items:

12. Covering of the roof without approval.

13. Dry-in not done per code or manufacturer's specifications.
Improperly labeled materials used on tile roofs. (Underlayment's not ASTM labeled as per code requirements.)
14. The base sheet is improperly nailed.
15. Mortar on tile roof is not type "m", or not enough mortar is used.
16. The permit or the manufacturer's specifications are not on job site.
17. Not requesting an in-progress for all phases of the job.
18. Rake shingles not nailed per manufacturer's specifications (too far from edge).
19. Replacement wood sheathing does not span at least three framing members, and is installed in the wrong direction.
20. Ridge vent installed with incorrect fasteners.
21. Shingles not installed per manufacturer's specifications. Nailed place too high. Shingles not fastened with six (6) fasteners.
22. Shingles and/or tile on flat deck tie-in not cemented.
23. Valleys not "bulled" or cemented two inches from the centerline.

*Pinellas County Property Appraiser www.pinellascounty.org

**Florida product approval http://www.floridabuilding.org/pr/pr_app_srch.aspx

***NOA's (Notice of Acceptance) www.miamidade.gov

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