



**Planning & Development Department**  
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## **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.

\*Pinellas County Property Appraiser [www.pinellascounty.org](http://www.pinellascounty.org)

\*\*Florida product approval [http://www.floridabuilding.org/pr/pr\\_app\\_srch.aspx](http://www.floridabuilding.org/pr/pr_app_srch.aspx)

\*\*\*NOA's (Notice of Acceptance) [www.miamidade.gov](http://www.miamidade.gov)