PERMIT SUBMITTAL REQUIREMENTS

COMMERCIAL ROOFING

General Scope:

This permit type is for commercial roofing systems designed to provide weather protection and resistance to design loads. The system consists of a roof covering and roof deck or a single component serving as both the roof covering and the roof deck.

A roof assembly includes the roof deck, vapor retarder, substrate or thermal barrier, insulation, vapor retarder, and roof covering.

Examples of Types of Work:

Remove the existing roof and install new roofing. Total re-roof, shingle replacement, decking replacement, and repair of roofing materials, and skylight only

Documents Required

- For multiple building projects: Provide Key map clearly labeling each building with its correct building number. **NOTE**: EACH structure requires its own permit
- Project description including roof plan, type of roof, pitch, tear off, specific work areas vents, chimney, tube, skylights, or other penetrations.
- Product Approval numbers for the roofing material being used:
  - Shingles, Metal, Tile, Underlayment, etc.

- Construction Plans- Digitally signed and sealed plans by a Registered Design Professional. Plans must be designed in accordance with the current edition of the Florida Building Code, and it's referenced standards.
- If the project is over $5,000
  - Notice Of Commencement (must be notarized and recorded with Clerk of Courts)
- Construction located in a special flood hazard area must comply with the requirements of floodplain construction

Common Reasons for Disapproval

- Plans not dimensioned
- Plans are not signed and sealed
- Contractor's information not current in the system
- Application missing complete owner information

Revision Date: 11/19/2025
DS Admin Approved: 11/20/2025

Special Conditions requiring additional documentation:

- **Termite protection notes.** Example: Installation of the new footer to support load-bearing wall. In general, required when soil is disturbed/slab poured.
- **Florida Product Approvals.** Example: Required when the scope of work includes installation of exterior windows, doors, roof materials, siding, etc.
- **Exterior building architectural elevations.** Example: Scope of work alters exterior envelope of structure
- **Structural Design Criteria.** Example: Scope of work alters exterior envelope of structure (e.g., windows, doors, roof trusses).
- **Foundation plan, section, and details required**
- **Floor and roof framing plans, including section/details.** Example: Scope of work includes repair, replacement, or installation of floor/roof trusses.
- **Exterior and interior wall sections.** Example: Scope of work includes repair, replacement, or installation of exterior/interior walls
- **Location of equipment.** Scope of work includes replacement or installation of equipment such as HVAC, water heater, etc.

Tutorials, Helpful Videos & Reference Links:

Florida Building Code:
https://floridabuilding.org/c/default.aspx

Pasco Land Development Code:
https://library.municode.com/fl/pasco_county/codes/land_development_code

Apply for a permit in PascoGateway:
https://aca-prod.accela.com/pasco/Default.aspx

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