

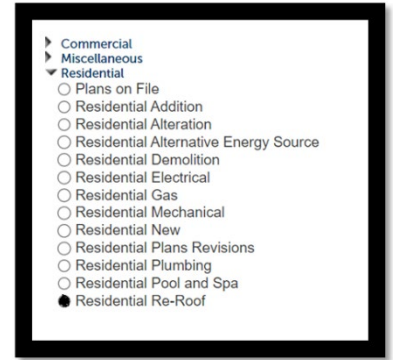
PERMIT SUBMITTAL REQUIREMENTS

Residential Roofing Permit

General Scope:

This permit type is for single- family residential 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

Documents Required

- Project Address or Legal Description
- Copy of contract
- If the project is valued over \$2,500
- Notice Of Commencement (must be notarized and recorded with Clerk of Courts)
- If the Homeowner is submitting the request:
 - Owner- Builder Disclosure Statement (requires notarization)
- Subcontractor Verification Form:
- Project description including roof plan, type of roof, pitch, tear off, specific work areas vents, chimney, tube, skylights or other penetrations.
- Is the roofing material shingles or another material:
 - Shingles (Two Shingles Product Approval Numbers sheets are required).
 - Other than shingles (i.e., metal, tile, flat, etc.). (Two Florida Product Approval Information Specification Sheets are required).

Special Conditions:

If the property is in a FEMA “A” OR “V” Zone:

- Substantial Improvement Calculations are required OR fill out the Flood Zone Checklist.
 - Substantial Improvement Package
 - Flood Zone Checklist
- Is this a single-family, site-built home or detached villa?**
 - Yes (Answer next question).
 - No (ARR Permit)

Was the home built in 2002 or prior?

- Yes (Must specify if using Number 30 felt or peel and stick and will require a Roof Nailing Affidavit)
- No (ARR Permit)

- Tile roofing requires engineering approval if being placed on a structure that didn't previously have tile

Applicable Codes

2020 Florida Building Codes, 7th Edition

Building

Residential

Existing

Energy Conservation

Mechanical

Plumbing

Accessibility

Fuel Gas

Test Protocols for High-Velocity Hurricane Zones

NEC 2017 – National Electrical Code

2020 Florida Fire Prevention Code, 7th Edition – comprised of NFPA 101, 2018 Edition and NFPA 1, 2018 Edition

Average Review Time for the month for this work type:

5.97 Days

Tutorials, Helpful Videos & Reference Links:

PascoGateway Training page:

<https://www.pascocountyfl.net/938/PascoGateway-Training>

Documents/Forms/Fees page:

<https://www.pascocountyfl.net/867/Documents-Forms-Fees-Codes>

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>

If you need assistance with a Roof Permit, please contact [BCS Customer Service](#) or via phone (727) 847-8126 and our staff will be happy to assist you.