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:

- Roof over Roof
- Standard Reroof
- Skylight Only
- Solar Attic Fan Only

Documents and Information Required

All the documents below must be submitted in an electronic format

- Product Approval Numbers (i.e., Shingles, metal, tile, flat, etc.)
- Manufacture Installation specifications
- If structural work is being performed such as adding additional layers and or Tile is being placed on a structure that didn't previously have tile - (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 its referenced standards.)

- If the Homeowner is submitting:
  - Owner-Builder Disclosure Statement (requires notarization)
- 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.
- Solar Panels- a separate permit (RESENERGY) is required for reinstallation.

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

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.asp

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