



Residential Permit: Re-roofing – Flat Roof: Applicant Checklist

The following is a checklist of required items, forms and standard details for re-roofing – flat roofs.

Required Permit Applications

- Building Roofing permit.

Permit Review Disciplines

- Roofing.

Minimum Plan Submittal:

- A complete roofing permit application. **File name: PAP**
- Disclosure Statement – on HVHZ Roof sketch page
“This permit for reroofing is limited solely to authorizing that work. This permit does not legalize any portion of the structure to which the roof is attached that may be depicted in the permit and is limited only to authorizing the proposed scope of work in the permit. Further, this permit may not be used as record evidence that any portion of the structure to which the reroofed area is attached was lawfully permitted notwithstanding this permit’s inclusion in the City’s records. No portion of the structure to which the roof is attached is legalized by this permit.”
- Submit [High Velocity Hurricane Zone \(HVHZ\) form](#). **File name: RPF.**
 - Show roof plan with dimensions and slope.
 - Fill out sections A, B & C.
- Miami Dade County Product Approval or NOA indicating system that will be used.
- UL indicating system that will be used. **File name: BLD**
- Owner’s notification for roofing consideration FORM 1524. **File name: BLD**
- Owner’s Affidavit of Exemption. **File name: BLD**

Required Inspections

- Inspection Division – Building Roofing
 - Insulation
 - Base Application / Hot mop
 - Tin Cap
 - Final Building Roofing

Please note that this checklist is not intended to be all-inclusive. Due to changes in code, regulations and ordinances, other requirements may apply.