



**DEVELOPMENT SERVICES DEPARTMENT  
Building Division**

3521 NW 43<sup>rd</sup> Avenue • Lauderdale Lakes, FL 33319  
(954) 535-2480 • Fax (954) 731-5309  
Inspections: [lauderdalelakes.org](https://www.lauderdalelakes.org)  
[www.permits@lauderdalelakes.org](mailto:www.permits@lauderdalelakes.org)

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## ROOF/RE-ROOF PERMIT APPLICATION CHECKLIST

Please note that this checklist is not all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply. Please visit the City's website to schedule inspections. <https://selfservice.lauderdalelakes.org/css/citizens/PermitsInspections/Default.aspx>  
The cut-off time to schedule an inspection is 4 pm. Inspections scheduled before 4 pm will be for the following business day.

**Note:** Click on blue hyperlinks for required documents.

### **Required Permit Applications:**

- [Broward County Uniform Permit Application](#)
- [Roof Application Packet 7th Edition](#)

### **Minimum Plan Submittal:**

- Two (2) sets of product approvals.
- Signed Contract between Contractor and Owner.
- [Statement of Responsibility Regarding Asbestos \(SRRA\)](#)

### **Other Requirements & Information:**

- [Roof Wind Load & Up-Lift Chart](#)
- [Owner/Builder Affidavit Package](#) (if Owner/Builder)
- [Contractor Registration Requirements](#) (if Contractor not registered with City)
- [Notice of Commencement](#) (if job value over \$2,500, required before 1st inspection)

### **Permit Review Stop:**

- Structural

### **Inspections:**

- Tin Cap (Flat Roof)
- Shingle in Progress
- Mop in Progress
- Roof Final

**SECTION 1525  
HIGH-VELOCITY HURRICANE ZONES – UNIFORM PERMIT APPLICATION**

*Florida Building Code 7th Edition (2020)*  
**High-Velocity Hurricane Zone Uniform Permit Application Form**

**INSTRUCTION PAGE**

**COMPLETE THE NECESSARY SECTIONS OF THE UNIFORM ROOFING PERMIT APPLICATION FORM AND  
ATTACH THE REQUIRED DOCUMENTS AS NOTED BELOW:**

| <b>Roof System</b>       | <b>Required Sections of the Permit Application Form</b> | <b>Attachments Required<br/>See List Below</b> |
|--------------------------|---|--|
| Low Slope Application    | A, B, C   | 1, 2, 3, 4, 5, 6, 7                            |
| Prescriptive BUR-RAS 150 | A, B, C   | 4, 5, 6, 7                                     |
| Asphaltic Shingles       | A, B, D   | 1, 2, 4, 5, 6, 7                               |
| Concrete or Clay Tile    | A, B, D, E  | 1, 2, 3, 4, 5, 6, 7                            |
| Metal Roofs              | A, B, D   | 1, 2, 3, 4, 5, 6, 7                            |
| Wood Shingles and Shakes | A, B, D   | 1, 2, 4, 5, 6, 7                               |
| Other                    | As Applicable   | 1, 2, 3, 4, 5, 6, 7                            |

**ATTACHMENTS REQUIRED:**

|    |   |
|----|---|
| 1. | Fire Directory Listing Page   |
| 2. | From Product Approval:<br>Front Page<br>Specific System Description<br>Specific System Limitations<br>General Limitations<br>Applicable Detail Drawings |
| 3. | Design calculations per Chapter 16, or if applicable, RAS 127 or RAS 128  |
| 4. | Other Component Product Approval  |
| 5. | Municipal Permit Application  |
| 6. | Owner's Notification for Roofing Considerations (Reroofing Only)  |
| 7. | Any Required Roof Testing / Calculation Documentation   |

### Section A (General Information)

Master Permit No. \_\_\_\_\_ Process No. \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Job Address \_\_\_\_\_

#### ROOF CATEGORY

- Low Slope
- Asphaltic Shingles
- Mechanically Fastened Tile
- Metal Panel/Shingles
- Mortar/Adhesive Set Tiles
- Wood Shingles/Shakes
- Prescriptive BUR-RAS 150

#### ROOF TYPE

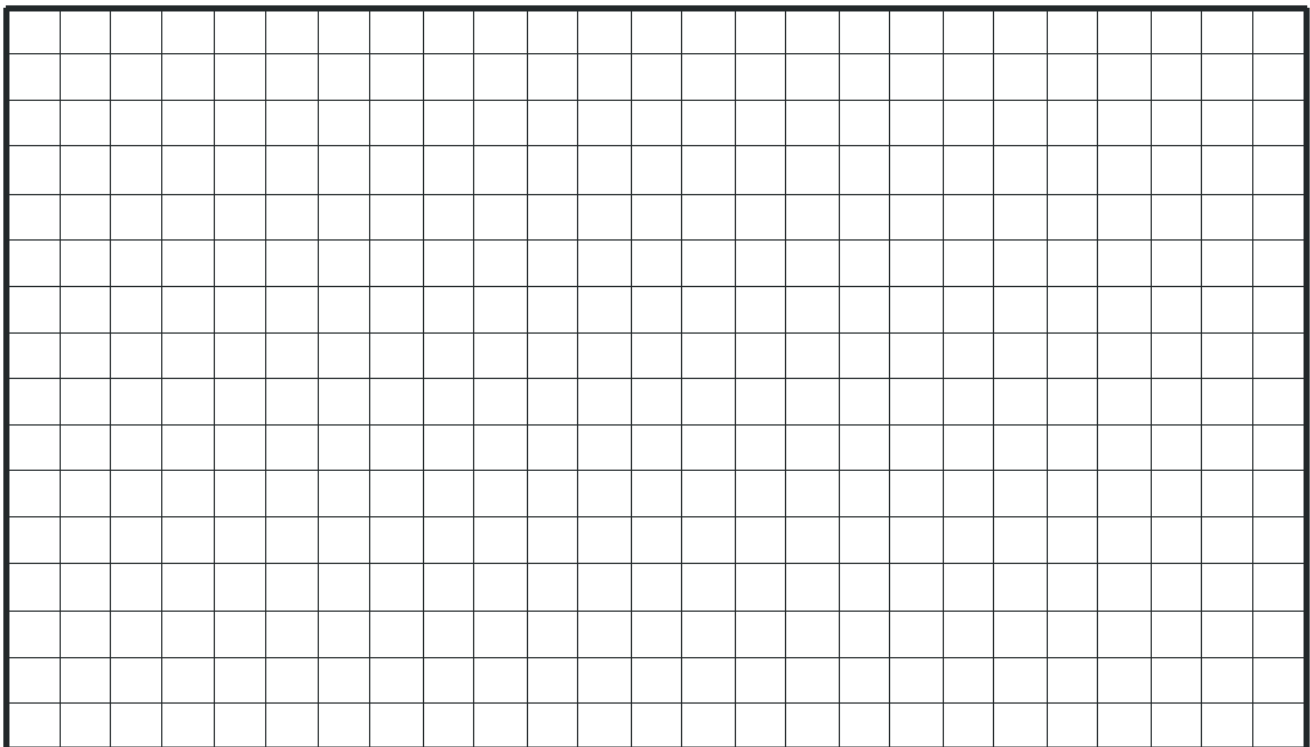
- New Roof
- Repair
- Maintenance
- Reroofing
- Recovering

#### ROOF SYSTEM INFORMATION

Low Slope Roof Area (SF) \_\_\_\_\_ Steep Sloped Roof Area (SF) \_\_\_\_\_ Total (SF) \_\_\_\_\_

### Section B (Roof Plan)

Sketch Roof Plan: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Include dimensions of sections and levels, clearly identify dimensions of elevated pressure zones and location of parapets.



## Section C (Low Sloped Roof Systems)

Fill in specific roof assembly components and identify manufacturer  
(If a component is not used, identify as "NA")

System Manufacturer: \_\_\_\_\_

Product Approval No.: \_\_\_\_\_

Design Wind Pressures, From RAS 128 or Calculations:

Zone 1': \_\_\_\_\_ Zone 1: \_\_\_\_\_ Zone 2: \_\_\_\_\_ Zone 3: \_\_\_\_\_

Max. Design Pressure, from the specific product

approval system: \_\_\_\_\_

Deck:  
Type: \_\_\_\_\_

Gauge/Thickness: \_\_\_\_\_

Slope: \_\_\_\_\_

Anchor/Base Sheet & No. of Ply(s): \_\_\_\_\_

Anchor/Base Sheet Fastener/Bonding Material:  
\_\_\_\_\_

Insulation Base Layer: \_\_\_\_\_

Base Insulation Size and Thickness: \_\_\_\_\_

Base Insulation Fastener/Bonding Material:  
\_\_\_\_\_

Top Insulation Layer: \_\_\_\_\_

Top Insulation Size and Thickness: \_\_\_\_\_

Top Insulation Fastener/Bonding Material:  
\_\_\_\_\_

Base Sheet(s) & No. of Ply(s): \_\_\_\_\_

Base Sheet Fastener/Bonding Material:  
\_\_\_\_\_

Ply Sheet(s) & No. of Ply(s): \_\_\_\_\_

Ply Sheet Fastener/Bonding Material:  
\_\_\_\_\_

Top Ply: \_\_\_\_\_

Top Ply Fastener/Bonding Material:  
\_\_\_\_\_

Surfacing: \_\_\_\_\_  
Fastener Spacing for Anchor/Base Sheet Attachment:

Zone 1': \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Zone 1: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Zone 2: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

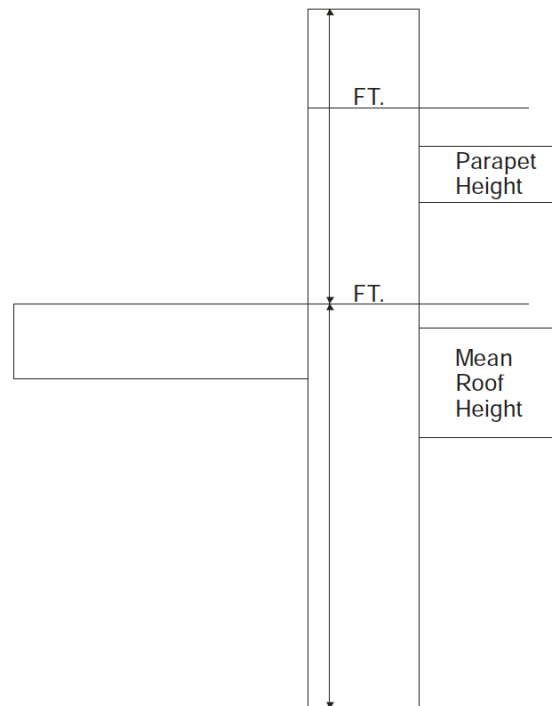
Zone 3: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Number of Fasteners Per Insulation Board:

Zone 1': \_\_\_\_\_ Zone 1: \_\_\_\_\_ Zone 2: \_\_\_\_\_ Zone 3: \_\_\_\_\_

Illustrate Components Noted and Details as Applicable:  
Woodblocking, Gutter, Edge Termination, Stripping, Flashing,  
Continuous Cleat, Cant Strip, Base Flashing, Counterflashing,  
Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height of Base  
Flashing, Component Material, Material Thickness, Fastener  
Type, Fastener Spacing or Submit Manufacturers Details that  
Comply with RAS 111 and Chapter 16.



**Section D (Steep Sloped Roof System)**

Roof System Manufacturer: \_\_\_\_\_

Notice of Acceptance Number: \_\_\_\_\_

Minimum Design Wind Pressures, If Applicable (From RAS 127 or Calculations):

Zone 1: \_\_\_\_\_ Zone 2e: \_\_\_\_\_ Zone 2n: \_\_\_\_\_ Zone 2r: \_\_\_\_\_ Zone 3e: \_\_\_\_\_ Zone 3r: \_\_\_\_\_

*Deck Type:*

*Type Underlayment:*

*Insulation:*

*Fire Barrier:*

*Fastener Type & Spacing:*

*Adhesive Type:*

*Type Cap Sheet:*

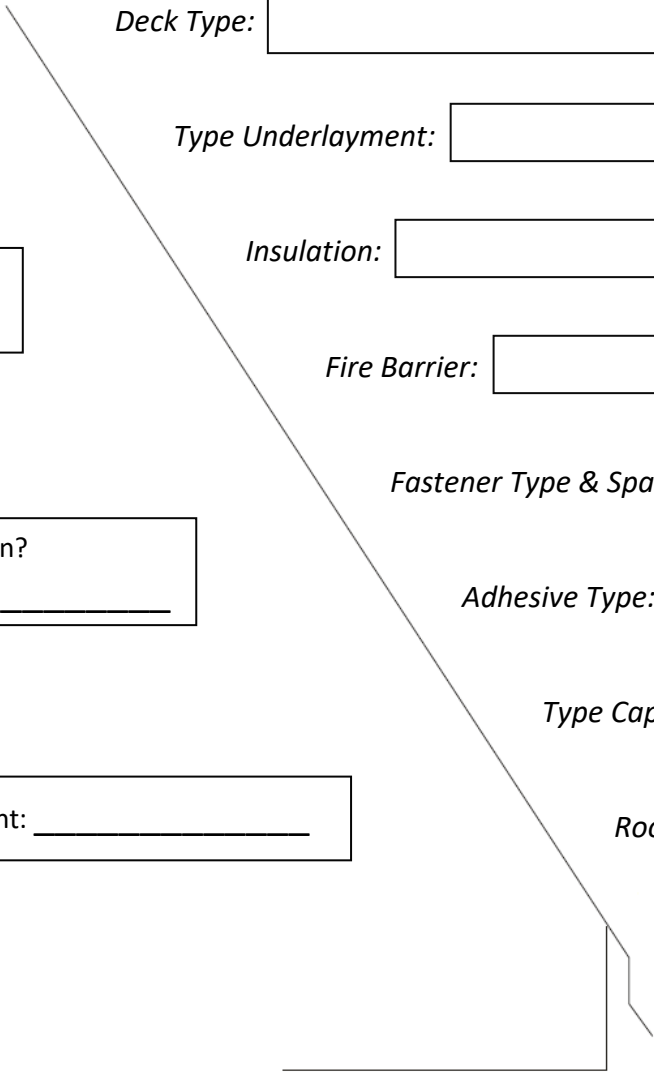
*Roof Covering:*

*Type & Size  
Drip Edge:*

Roof Slope:  
\_\_\_\_\_: 12

Ridge Ventilation?  
\_\_\_\_\_

Mean Roof Height: \_\_\_\_\_





**Section 1524**  
**HIGH VELOCITY HURRICANE ZONES**  
**REQUIRED OWNERS NOTIFICATION FOR ROOFING CONSIDERATIONS**

**1524.1 Scope.**

As it pertains to this section, it is the responsibility of the roofing contractor to provide the owner with the required roofing permit, and to explain to the owner the content of this section. The provisions of Chapter 15 of the *Florida Building Code, Building* govern the minimum requirements and standards of the industry for roofing system installations. Additionally, the following items should be addressed as part of the agreement between the owner and the contractor. The owner's initials in the designated space indicates that the item has been explained.

|                  |
|------------------|
| Owner<br>Initial |
|------------------|

- 1. Aesthetics-workmanship.** Reserved.

|                  |
|------------------|
| Owner<br>Initial |
|------------------|

- 2. Renailing wood decks.** When replacing roofing, the existing wood roof deck may have to be renailed in accordance with the current provisions of Chapter 16 (High-Velocity Hurricane Zones) of the *Florida Building Code, Building*. (The roof deck is usually concealed prior to removing the existing roof system.)

|                  |
|------------------|
| Owner<br>Initial |
|------------------|

- 3. Common roofs.** Reserved.

|                  |
|------------------|
| Owner<br>Initial |
|------------------|

- 4. Exposed ceilings.** Exposed, open beam ceilings are where the underside of the roof decking can be viewed from below. The owner may wish to maintain the architectural appearance; therefore, roofing nail penetrations of the underside of the decking may not be acceptable. The owner provides the option of maintaining this appearance.

|                  |
|------------------|
| Owner<br>Initial |
|------------------|

- 5. Ponding water.** Reserved.

|                  |
|------------------|
| Owner<br>Initial |
|------------------|

- 6. Overflow scuppers (wall outlets).** It is required that rainwater flow off so that the roof is not overloaded from a buildup of water. Perimeter/edge walls or other roof extensions may block this discharge if overflow scuppers (wall outlets) are not provided. It may be necessary to install overflow scuppers in accordance with the requirements of: Chapters 15 and 16 herein and the *Florida Building Code, Plumbing*.

\_\_\_\_\_  
Owner's / Agent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date



LAUDERDALE LAKES  
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# Roof to Wall Connection Affidavit

Complete and provide two (2) copies signed and sealed prior to Final

Permit No: \_\_\_\_\_ Job Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name of Qualifier: \_\_\_\_\_ License Number: \_\_\_\_\_

Contact Number: \_\_\_\_\_

I, \_\_\_\_\_, do hereby affirm:

That I have personally inspected the roof to wall connections as required by the Florida Existing Building Code section 101.2 for the roofing permit referenced above and further state that the connections comply with one or more of the following prescriptive methods. Initial one or all that apply:

- \_\_\_\_\_ Roof complies, no alterations needed
- \_\_\_\_\_ Connections by engineered design, sealed copy attached
- \_\_\_\_\_ 201.3.1 escriptive method for gable roofs on a wood frame wall
- \_\_\_\_\_ 201.3.2 escriptive method for gable roofs on a masonry wall
- \_\_\_\_\_ 201.3.3 escriptive method for hip roofs on a wood frame wall
- \_\_\_\_\_ 201.3.4 escriptive method for hip roofs on a masonry wall

101.2 When a roof covering is replaced on a building that is located in the wind borne region as defined in s. 1609.2 of the Florida Building code, and that has an insured value of \$300,000 or more or, if the building is uninsured or for which documentation of insured value is not present, has a just valuation for the structure for purpose of ad valorem taxation of \$300,000 or more:

- a) Roof to wall connections shall be improved as required by 201.3.
- b) Mandated retrofits of roof-to-wall connection shall not be required beyond 15% of the cost of the roofing.
- c) Where complete retrofits of all the roof-to-wall connections as prescribed in Section 201.3 would exceed 15% of the cost of the re-roofing project, the priorities outlines in Section 201.3.5 shall be used to limit the scope of work to the 15% limit.

Inspection for this purpose shall only be done by a licensed General, Residential, or Building Contractor, or may be done by a registered Architect or Engineer, or persons certified under FS 468.

\_\_\_\_\_  
Qualifier/Contractor Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Seal





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## Roof to Wall Connections for Site-Built Single Family Residential Structures Guidelines

201.3 Where required by Section 101.2, the intersection of roof framing with the wall below shall be strengthened by adding metal connectors, clips, straps, and fasteners such that the performance level equals or exceeds the uplift capacities as specified in Table 201.3. As an alternative to an engineered design, the prescriptive retrofit solutions provided in Section 201.3.1 through 201.3.4 below shall be accepted as meeting the mandated roof-to-wall retrofit requirements.

**201.3.1 Prescriptive method for gable roofs on a wood frame wall.** Sufficient eave sheathing shall be removed to expose a minimum of 6-feet of framing members, measured from the corner, along the exterior wall on each side of each gable end. The anchorage of each of the exposed rafters or truss shall be inspected. Wherever a strap is missing or an existing strap has less than 4 fasteners on each end, approved straps, ties or right angle gusset brackets with a minimum uplift capacity of 500 lbs. shall be installed that connect each rafter or truss to the top plate below. Adding fasteners to existing straps shall be allowed in lieu of adding a new strap providing the strap is manufactured to accommodate at least 4 fasteners. Wherever access makes it possible (without damage to the wall or soffit finishes), both top plate members shall be connected to the stud below using a stud to plate connector with a minimum uplift capacity of 500 lbs.

**201.3.3 Prescriptive method for hip roofs on a wood frame wall.** Sufficient corner eave sheathing shall be removed from the side of the hip ridge parallel to the roof ridge to provide access to a minimum 6-foot length of the exterior wall. The hip ridge board and any exposed rafters that are not anchored with a strap having at least 4 fasteners on each end, shall be connected to the top plate below using a strap or right angle gusset bracket having a minimum uplift capacity of 500 lbs. Adding fasteners to existing straps shall be allowed in lieu of adding a new strap providing the strap is manufactured to accommodate at least 4 fasteners. Wherever access makes it possible (without damage to the wall or soffit finishes), both top plate members shall be connected to the stud below using a stud to plate connector with a minimum uplift capacity of 500 lbs.

**201.3.4 Prescriptive method for hip roofs on a masonry wall.** Sufficient corner eave sheathing shall be removed from the side of the hip ridge parallel to the roof ridge to provide access to a minimum 6-foot length of the exterior wall. The hip ridge board and any exposed rafters that are not anchored with a strap having at least 4 fasteners on each end, shall be connected to the concrete wall below using a strap or right angle gusset bracket having a minimum uplift capacity of 500 lbs. Adding fasteners to existing straps shall be allowed in lieu of adding a new strap providing the strap is manufactured to accommodate at least 4 fasteners at each end. The straps or right angle gusset bracket shall be installed such that they connect each rafter or truss to the top plate below or directly to the masonry wall using approved masonry screws that will provide at least 2 ½ inch embedment into the concrete or masonry. When the straps or right angle gusset brackets are attached to a wood sill plate, the sill plate shall be anchored to the concrete masonry wall below. This anchorage shall be accomplished by installing ¼ inch diameter masonry screws, each with supplementary ¼ inch washer, having sufficient length to develop a 2 ½ inch embedment into the concrete or masonry. These screws shall be installed within 4 inches of the truss or rafter on both sides of each interior rafter or truss and on the accessible wall side of the truss or rafter.

**201.3.5 Priorities for mandated roof to wall retrofit expenditures.** For houses with both hip and gable roof ends, the priority shall be to retrofit the gable end roof-to-wall connections unless the width of the hip end is more than 1.5 times greater than the width of the gable end. Priority shall be given to connection the corners of roofs to walls below where the spans of the roofing members are greatest.



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**All roofing applications require this Rooftop Equipment Affidavit along with the High Velocity Hurricane Zone Uniform Permit Application Form.**

## ROOFTOP EQUIPMENT AFFIDAVIT

Address: \_\_\_\_\_ Application #: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Company \_\_\_\_\_ Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

Name of Qualifier: \_\_\_\_\_

License #: \_\_\_\_\_

Is there any equipment on the rooftop?  Yes  No

If Yes: Is there an existing code-approved curb or stand?  Yes  No

If curb or stand is proposed, two (2) copies of plans sealed by an engineer showing the attachment of stand/curb to roof and to the equipment are required. These plans must be according to Florida Building Code Section 1525 in its entirety. Upon submittal of an alteration or addition of a curb or stand, the Planning Division may determine that alteration of an existing screening device or addition of a screening device may be required.

Is there any electrical work to be completed?

No  Yes If Yes: An electrical permit application is needed.

\_\_\_\_\_  
Qualifier/Contractor Signature

\_\_\_\_\_  
Date

Print Name of person signing document \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_/\_\_\_\_/\_\_\_\_

Who is personally known \_\_\_\_\_ OR Produced ID \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Seal