



**Martin County, Florida
Building Department**

900 SE Ruhnke Street, Stuart, FL 34994
772-288-5916 www.martin.fl.us
Text: 202-937-0892

Roofing Repair Checklist

Florida Building Code 7th Edition (2020)

Please include the following items in the order shown below. If any item is not included identify the item and the reason for its exclusion in the narrative.

A non-refundable plan review fee is due upon submission of your application. Additional fees will be due prior to issuing the permit.

<input type="checkbox"/> Building Permit Application	Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 772-288-5916.	Application
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. This must be signed in the presence of a Building Department staff member. For further information, contact the Contractors' Licensing Division at 772-288-5482.	Florida Statute 489.503(6) Owner/Builder Disclosure Statement
<input type="checkbox"/> Tile Roof Requirements	For Concrete or Clay/Tile Roof specify how the roof field tile will be attached to the deck (reference F.S.R.A. Installation Manual). Provide section details showing the installation/attachment of ridge and hip cap tile. Demonstrate compliance with the 7th Edition (2020) FBC 1507.3 and 7th Edition (2020) FBC Residential R905.3. Also provide Product Approval for all roof adhesives.	
<input type="checkbox"/> Reroof Windstorm Loss Mitigation Com/Aff	To be completed only if value of single family residence is over \$300,000.00 (cert. req. all SFR) for current structures and those built prior to Mar. 1, 2002. Please provide. 7th Edition (2020) FBC/Existing Building Code 706.8 (aff)	Reroof Windstorm Loss Mitigation Com/Aff
<input type="checkbox"/> Martin County Re-Roof Certification Form	This form identifies roof symmetry, decking, old roof covering, as well as proposed. 7th Edition (2020) FBC/Residential/Building 107.2.1.	Martin County Reroof Certification Form
<input type="checkbox"/> Reroof Windstorm Loss Certification	This form identifies re-nailing and secondary water barrier requirements. (Does not apply to mobile homes, modular homes.) Need a copy of Martin County's Reroof Windstorm Loss Mitigation Certification Form. 7th Edition (2020) FBC/Existing Building Code 706.7.2.	Re-roof Windstorm Loss Certification

<input type="checkbox"/> Product Approval	Product approvals/Notices of Acceptance are published, pre-approved construction assemblies associated with specific materials, assemblies and construction methods that have been specifically tested in accordance with Florida requirements and ultimately have received a valid product approval designation that demonstrates compliance with the applicable building code requirements. F.A.C. 61G20-3	
<input type="checkbox"/> Manufacturers' Specifications	Please provide specifications on the structure: These are printed brochures from the manufacturers explaining limitations and installation of their products inclusive of all details, sizes, lengths, attachments, and details showing the construction of the structure. 7th Edition (2020) FBC/Residential/Building 107.2.1.	
<input type="checkbox"/> Roofing Material List	These are the Florida product approval materials you will be using on the roof. 7th Edition (2020) FBC/Residential 107.2.1.	Roofing Material List
<input type="checkbox"/> Substantial Improvement Determination Checklist Form	Substantial Improvement Determination is required to determine if the cumulative value of improvements equals or exceeds 50% of the value of the structure being improved within a Special Flood Hazard Area that do not comply with current Flood Protection Regulations. This applies to all structures, residential or commercial, that are open and available to the public. DOES NOT APPLY to improvements on an accessory structure such as a shed or storage unit. The property owner must complete and sign the Substantial Improvement Determination Checklist Form, have his or her signature notarized and submit the completed form with the Building Permit Application and other documentation. For further information, please contact the Martin County Public Works Department at (772) 288-5956.	Substantial Improvement Determination Checklist Form

ADA Accessibility Disclosure Statement – This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback.