



Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

772-288-5916 Text: 202-937-0892 www.martin.fl.us

Roofing Repair Checklist

[Florida Building Code 8th Edition \(2023\)](#)

1. 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.

2. Owner/Builder Disclosure Statement

Note: Applicable to Owner/Builders only. This must be signed in the presence of a Building Department staff member. An [Owner/Builder Disclosure Statement](#) is a legally binding oath required by Florida Statute 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\(6\)](#) to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Contractors' Licensing Division at 772-288-5482.

3. 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 8th Edition (2023) FBC 1507.3 and 8th Edition (2023) FBC Residential R905.3. Also provide Product Approval for all roof adhesives. Also, provide Product Approval for all roof adhesives.

4. Re-roof Windstorm Loss Mitigation Compliance Affidavit

[Re-roof Windstorm Loss Mitigation Compliance Affidavit](#) should be completed only if value of existing structure is over \$300,000.00 (cert for all structures) for current structures and those built prior to March 1, 2002. 8th Edition (2023) FBC/Existing 706.7 (aff)

5. Martin County Re-roof Certification Form

The [Martin County Re-roof Certification Form](#) identifies roof symmetry, decking, old roof covering, as well as proposed. 8th Edition (2023) FBC/Residential/ Building 107.2.1.

6. Re-roof Windstorm Loss Certification

Need a copy of Martin County's [Re-roof Windstorm Loss Certification](#) form identifies re-nailing and secondary water barrier requirements. (Does not apply to mobile homes, modular homes.) 8th Edition (2023) FBC/ Existing Building Code 706.7.2.

7. Product Approval/ Manufacturer's Specification

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. Product approvals contain the manufacturers limitations and installation instructions for products inclusive of all sizes, lengths, attachments, and details showing the construction of the structure. 8th Edition (2023) FBC/Residential/Building 107.2.1 / F.A.C. 61G20-3

8. Roofing Material List

The [Roofing Material List](#) of Florida product approval materials you will be using on the roof. 8th Edition (2023) FBC/Residential 107.2.1.

Revised 5-26