Martin County Re-Roof Certification

Hover over form fields for instructions.

Instructions for submission: Upload completed form to
Accela Citizen Access (ACA) Portal using this link or email to permitting@martin.fl.us

Owner name _____ Contractor name _____ Phone _____ Permit number _____

Construction address Street _____ City _____ ZIP Code _____

Re-roof ◯ Residential (single family) ◯ Commercial/multi-family) ◯ Modular/manufactured home

Roof type ◯ Boston ◯ Flat (positive drainage required) ◯ Hip ◯ Gable ◯ Other (Specify) _____

The following items require a Contractor Verification Form (HVAC and/or electrical) with permit application.

Remove/re-install rooftop HVAC equipment ◯ Yes ◯ No **Disconnect/reconnect HVAC electric** ◯ Yes ◯ No

Roof pitch ◯ 1/12 ◯ 2/12 ◯ 3/12 ◯ 4/12 ◯ 5/12 ◯ Greater than 6/12

Roof height ◯ One story ◯ Two stories or over 15' mean height

Roof deck

◯ Sheath-over (applying plywood panels over existing spaced sheathing)

Requires a Florida registered engineer's written specification and plans with details describing attachment requirements (nail or screw length and fastening pattern into framing members.) Specifications shall be submitted at time of roofing permit application.

◯ Re-sheath (removal of spaced sheathing for application of plywood panels)

Requires the use of minimum plywood as per Florida Building Code 2023

◯ Spaced sheath fill-in

Spaces between existing spaced sheathing board may be filled in with boards of the same size and thickness to provide a closely fitted solid deck. Nail new boards as per Florida Building Code 2023.

◯ Existing deck to remain

When concrete/clay tiles replace any other type of roof covering, the existing trusses shall be inspected by a Florida registered architect or engineer to verify adequacy of the trusses to support increased dead loads. An engineering inspection report shall be submitted with the permit application.

Existing roof covering **Existing roof covering to be removed?** ☐ Yes ☐ No Proposed roof covering

Asphalt shingles ☐ ASTM D 3161 Class F ☐ ASTM D 7158 Class H ☐ TAS107

Roof type ☐ Aluminum ☐ Copper ☐ Galvanized steel ☐ Lead copper ☐ Other (Specify) _____

Must be classified by one of the following to resist the basic wind speed (FBC R 905.2.6.1 & 1507.2.7.1)

Approved roof covering material from Martin County's approved roof covering list
(Manufacturer's installation specs must be on the job site at time of inspection.)

Manufacturer | Product name | Product approval number

The following items require product approval/NOA.

Ridge vent to be installed ☐ Yes ☐ No **New/replacement skylights** ☐ Yes ☐ No

Description of work

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Contractor signature & date