



# CITY OF MIAMI SPRINGS

## BUILDING & CODE ENFORCEMENT DEPT.

201 Westward Drive  
Miami Springs, FL 33166

Tel: 305-805-5030  
Fax: 305-805-5036

### ROOFING CONTRACTOR REGISTRATION CHECKLIST

- \_\_\_\_\_ COPY OF STATE OF FLORIDA LICENSE OR CERTIFICATE OF COMPETENCY
- \_\_\_\_\_ COPY OF DADE COUNTY OCCUPATIONAL AND OR MUNICIPAL LICENSE
- \_\_\_\_\_ CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY
- \_\_\_\_\_ WORKMEN'S COMPENSATION INSURANCE OR EXEMPTION FROM STATE OF FLA.

### ROOFING PERMIT CHECKLIST (required for ALL permits to be accepted)

- \_\_\_\_\_ Permit application signed & Notarized by property owner & contractor.
- \_\_\_\_\_ High Velocity Permit Application Form (**2 copies**)
- \_\_\_\_\_ Copy of insured value of the home
- \_\_\_\_\_ Copy of the Ad Valorem taxation value of the home.
- \_\_\_\_\_ Roofing Contract / Contract of proposed job (**required for ALL permits submitted**)
- \_\_\_\_\_ Workers Compensation insurance certificate (**required for ALL permits submitted**)
- \_\_\_\_\_ Owner's notification for roofing permits (**2 copies**)
- \_\_\_\_\_ N.O.A.'S / Product Approvals (**must submit all the pages**) (**2 copies**)  
**(HI-LITE ALL THAT PERTAINS TO THE SPECIFIC APPLICATION)**
- \_\_\_\_\_ As to Notice of Acceptance (in General Limitations), #7 and #9 will require calculations prepared, signed and sealed by a Florida Registered Professional Engineer, a Registered Architect or a Registered Roofing Consultant.

	Home insured at <b>ABOVE</b> \$ 300,000.00	Home insured at <b>BELOW</b> \$300,000.00
➤ Re-nailing of sheathing as required by Section 507.2.2 of the Florida Building Code, HVHZ. ( <b>2 copies</b> )	<input type="checkbox"/>	<input type="checkbox"/>
➤ Certification of the roof secondary water barrier & Deck Attachments. ( <b>2 copies</b> )	<input type="checkbox"/>	<input type="checkbox"/>
➤ Owner's affidavit of roof to wall connection ( <b>2 copies</b> )	<input type="checkbox"/>	<input type="checkbox"/>
➤ Qualifier's affidavit of roof to wall connection, Engineer's report of inspections with pictures	<input type="checkbox"/>	<input type="checkbox"/>
➤ Special inspector form ( <b>must be submitted with roof application</b> ) ( <b>2 copies</b> )	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE: EVERYTHING CHECKED OFF MUST BE SUBMITTED AT TIME OF SUBMITTAL. THESE ARE THE PRELIMINARY REQUIREMENTS FOR SUBMITTAL. THE PLANS WILL BE REVIEWED BY THE APPROPRIATE INSPECTORS AND FURTHER INFORMATION MAY BE REQUIRED BEFORE FINAL APPROVAL.**



**NOTICE  
ATTENTION ALL HOMEOWNERS AND ROOFING CONTRACTORS:**

THERE HAS BEEN A CHANGE IN THE CODE THAT WILL IMPACT ALL RESIDENTIAL RE-ROOFING JOBS. THE FOLLOWING REQUIREMENTS WILL TAKE EFFECT AS REQUIRED BY LAW ON OCTOBER 1, 2007.

The 2007 Florida Legislature established new requirements for retrofitting buildings undergoing alteration. The Florida Administrative Rule implementing the Legislature's mandate was adopted by the Commission at its August 21, 2007 meeting and will be in effect in October as directed.

Note: The intended requirements apply to pre-Florida Building Code construction. The law requires mitigation retrofits for site-built and single-family residential structures. For a summary of mitigation requirements and for specific information on the law, please see Ch. 2007-126, online: <http://election.dos.state.fl.us/laws/07laws/convframe.html>

For specifics on the mitigation techniques and requirements see the Commission website: [http://www.dca.state.fl.us/fbc/thecode/1\\_code\\_modifications.htm](http://www.dca.state.fl.us/fbc/thecode/1_code_modifications.htm)

Requirements:

1. Copy of the insured value of the home
2. Copy of the ad valorem taxation value of the home
3. Roofing Contract
4. Workman's Compensation
5. Permit application
6. Roof permit **(2 copies)**
7. Owner's notification for roofing permits **(2 copies)**
8. Florida licensed engineer or Architect assessment, which will need to certify the following items and submit photography for each:
  - a. Re-nailing of sheathing as required by Section 507.2.2 of the Florida Building Code, HVHZ. **(on job site)**
  - b. Certification of the roof secondary water barrier. **(on job site)**
  - c. Owner's affidavit of roof to wall connection **(must be filled out with roof application) (2 copies)**
  - d. Qualifier's affidavit of roof to wall connection, Engineer's report of inspections with pictures **(on job site)**
  - e. Special inspector form **(must be filled out with roof application) (2 copies)**
  - f. **As to Notice of Acceptance (in General Limitations), #7 and #9 will require calculations prepared, signed and sealed by a Florida registered Professional Engineer, a Registered Architect or a Registered Roofing Consultant.**
9. Building Permit (if necessary)
10. Building Contract (if necessary)
11. Building Contractor's Workman's Compensation (if necessary)
12. Two sets of plans signed and sealed by a Florida licensed engineer or architect (if necessary)

The special inspector must certify that the roof to wall connections comply with the Florida Building Code (F.B.C.) provisions. If the connections are not in compliance with the F.B.C., then a separate building permit is required for retrofitting the roof to wall connection.

Note: If the cost of the strapping work exceeds 50% or more of the total cost of the re-roofing, the homeowner must enter into separate contracts with the roofing and building contractors. It is illegal for both contractors to sub-contract with one another in this case.

A secondary water barrier should be installed using one of the following mitigation techniques offered in the Florida Commission Mitigation Retrofit Manual (refer to website noted above):

1. Option "A": All joints in roof sheathing or decking shall be covered with a minimum 4" wide strip of self adhering polymer modified bitumen tape applied directly to sheathing or decking; or
2. "The Exceptions": Asphalt impregnated #30 felt underlayment attached with nails and tin-caps complying with HVHZ of the F.B.C. Code 2004 HVHZ, and covered with either self adhering polymer modified bitumen cap sheet or an approved hot mop application that complies with the secondary water barrier requirements.

**CITY OF MIAMI SPRINGS**  
**201 Westward Drive**  
**(305) 805-5030 Fax: (305) 805-5036**  
**PERMIT APPLICATION**



**Date:** \_\_\_\_\_  
**Square Footage:** \_\_\_\_\_  
**Linear Footage:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_  
**Estimated Cost:** \_\_\_\_\_

**Type of Permit:** ( ) Building ( ) Plumbing ( ) Electrical ( ) Mechanical ( ) Roofing ( ) Sign ( ) Demo ( ) Misc.

Property Owner's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Site Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Legal Description (Include Folio #): \_\_\_\_\_

Contractor's Company Name: \_\_\_\_\_  
 Contractor's License #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Contractor's Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Architect/Engineer's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Architect/Engineer Company Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Description: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and/or installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for Electrical, Plumbing, Signs, Wells, pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioning, Driveways, Portable Storage Units, ETC.

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

**NOTICE REGARDING BUILDING PERMIT APPLICATIONS**

The completion and submission of a Building Permit Application is a requirement of securing a City Building Permit. The City will rely upon the information contained in the Application in determining whether a City Building Permit should be issued. The submission of inaccurate, misleading or misrepresented information in the Application shall subject the Building Permit to denial, suspension or revocation, and the individual applying for the Permit, to all appropriate fines, penalties and other punishments authorized by law. **KINDLY GOVERN YOURSELF ACCORDINGLY.**

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT!**

**Signature** \_\_\_\_\_

**Owner**

**Sworn to and subscribed before me by**

**Who is personally known to me or produced**

**As identification, this** \_\_\_\_\_ **day of** \_\_\_\_\_  
**20** \_\_\_\_\_

**Notary's Signature** \_\_\_\_\_

**Printed Name of Notary** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Contractor**

**Sworn to and subscribed before me by**

**Who is personally known to me or produced**

**As identification, this** \_\_\_\_\_ **day of** \_\_\_\_\_  
**20** \_\_\_\_\_

**Notary's Signature** \_\_\_\_\_

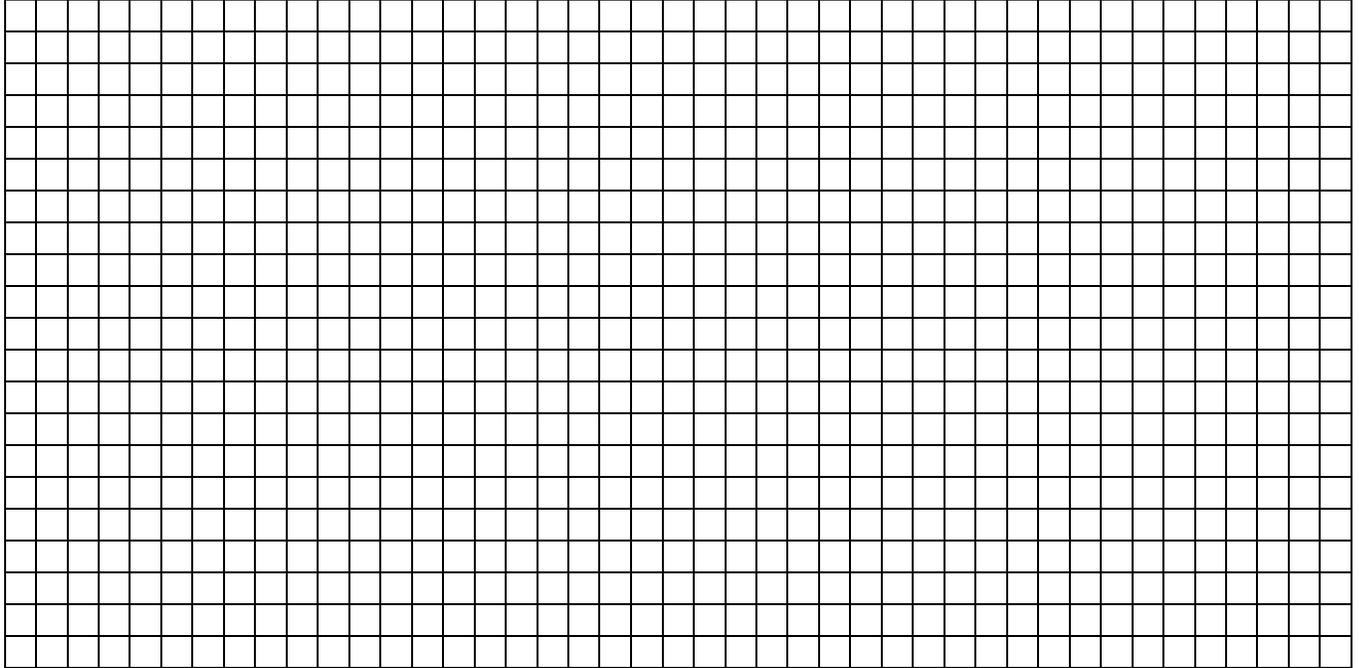
**Printed Name of Notary** \_\_\_\_\_

**Approvals:**

**Zoning:** \_\_\_\_\_ **Building:** \_\_\_\_\_ **Structural:** \_\_\_\_\_ **Electrical:** \_\_\_\_\_  
**Plumbing:** \_\_\_\_\_ **Mechanical:** \_\_\_\_\_ **PSU** \_\_\_\_\_



II. PROPOSED ROOF: SHOW ENTIRE ROOF AGAIN, BUT INCLUDE PROPOSED WORK. INDICATE WHICH PART OF ROOF IS HIPPED/GABLED AND WHICH PART IS FLAT, IF APPLICABLE. IF A FLAT ROOF IS BEING PROPOSED, PLEASE INDICATE WHAT TYPE OF ROOM FLAT ROOF WILL BE CONSTRUCTED OVER. IF THE ENTIRE ROOF IS BEING REPLACED, PLEASE INDICATE SO.

A large grid of graph paper, consisting of 30 columns and 20 rows of small squares, intended for drawing a roof plan.

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Contact Phone Number

### Section C (Low Sloped Roof System)

**Fill in Specific Roof Assembly Components and Identify Manufacturer**

(If a component is not used, identify as "NA")

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

NOA No.: \_\_\_\_\_

Design Wind Pressures, From RAS 128 or Calculations:

Pmax1: \_\_\_\_\_ Pmax2: \_\_\_\_\_ Pmax3: \_\_\_\_\_

Max. Design Pressure, From the Specific NOA 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**

Field: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Perimeter: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

Corner: \_\_\_\_\_" oc @ Lap, # Rows \_\_\_\_\_ @ \_\_\_\_\_" oc

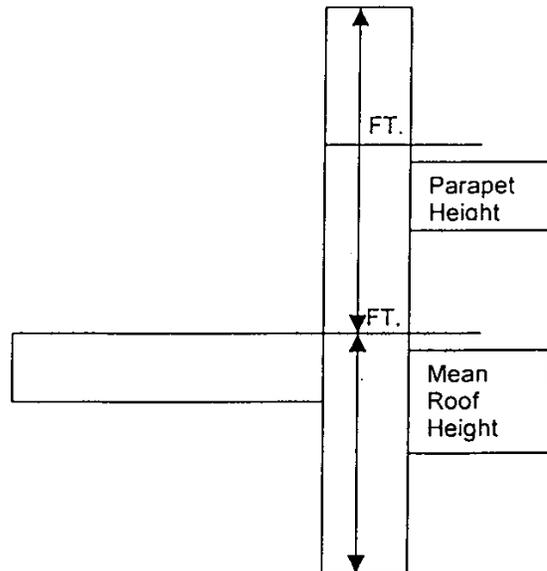
**Number of Fasteners Per Insulation Board**

Field \_\_\_\_\_ Perimeter \_\_\_\_\_ Corner \_\_\_\_\_

**Illustrate Components Noted and Details as Applicable:**

Woodblocking, Gutter, Edge Termination, Stripping, Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counter- Flashing, 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):

Pmax1: \_\_\_\_\_ Pmax2: \_\_\_\_\_ Pmax3: \_\_\_\_\_

Maximum Design Pressure  
(From the NOA Specific System): \_\_\_\_\_

**Sloped System Description**

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

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

Type Underlayment: \_\_\_\_\_

Insulation: \_\_\_\_\_

Fire Barrier: \_\_\_\_\_

Fastener Type & Spacing: \_\_\_\_\_

Adhesive Type: \_\_\_\_\_

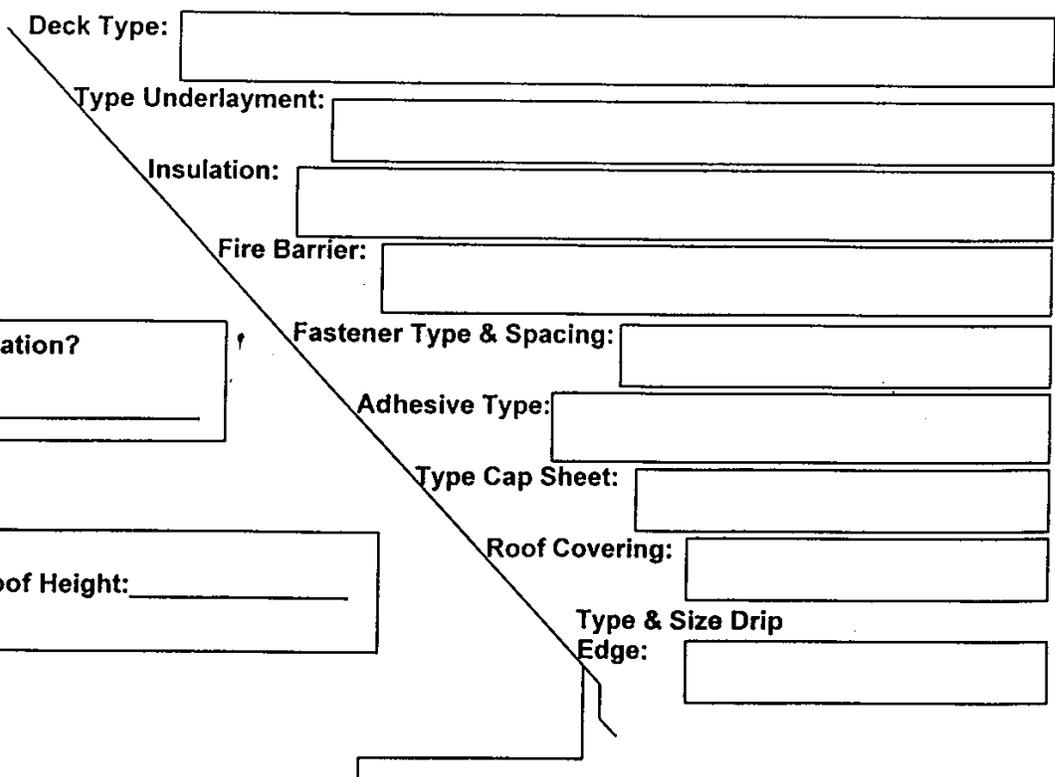
Type Cap Sheet: \_\_\_\_\_

Roof Covering: \_\_\_\_\_

Type & Size Drip Edge: \_\_\_\_\_

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

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



The diagram illustrates a cross-section of a steeply sloped roof system. A diagonal line represents the roof slope. From top to bottom, the layers are: Deck Type, Type Underlayment, Insulation, Fire Barrier, Fastener Type & Spacing, Adhesive Type, Type Cap Sheet, Roof Covering, and Type & Size Drip Edge. On the left side, there are three boxes: 'Roof Slope: \_\_\_\_\_: 12', 'Ridge Ventilation? \_\_\_\_\_', and 'Mean Roof Height: \_\_\_\_\_'. A vertical line on the left indicates the ridge location.

**City of Miami Springs**  
**Building and Zoning Department**  
**Owner's Notification for Roofing Permits issued under the Florida Building Code**

Section 1524-High Velocity Hurricane Zones Required Owners Notification for Roofing Considerations

1524.1 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 adjacent boxes indicate that the item has been explained.

\_\_\_\_\_ 1. **Aesthetics-Workmanship:** The workmanship provisions of Chapter 15 (High Velocity Hurricane Zone) are for the purpose of providing that the roofing system meets the wind resistance and water intrusion performance standards. Aesthetics (appearance) issues are not a consideration with respect to workmanship provisions. Aesthetic issues such as color or architectural appearance, that are not part of a zoning code, should be addressed as part of the agreement between the owner and the contractor.

\_\_\_\_\_ 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 15 (High Velocity Hurricane Zones) of the Florida Building Code. (The roof deck is usually concealed prior to removing the existing roof system).  
**NOTE: Certification for renailing must be signed and returned on a separate form!**

\_\_\_\_\_ 3. **Common Roofs:** Common roofs are those which have no visible delineation between neighboring units (i.e. townhouses, condominiums, etc.). In buildings with common roofs, the roofing contractor and/or owner should notify the occupants of adjacent units of roofing work to be performed.

\_\_\_\_\_ 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 Florida Building Code provides the option of maintaining this appearance.

\_\_\_\_\_ 5. **Ponding Water:** The current roof system and/or deck of the building may not drain well and may cause water to pond (accumulate) in low lying areas of the roof. Ponding can be an indication of structural distress and may require the review of a professional structural engineer. Ponding may shorten the life expectancy and performance of the new roofing system. Ponding conditions may not be evident until the original roofing system is removed. Ponding conditions should be corrected.

\_\_\_\_\_ 6. **Overflow scuppers (wall outlets):** It is required that rainwater flows off so that the roof is not overloaded from a build up 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 Florida Building Code, Plumbing.

\_\_\_\_\_ 7. **Ventilation:** Most roof structures should have some ability to vent natural airflow through the interior of the structural assembly (the building itself). The existing amount of attic ventilation shall not be reduced. It may be beneficial to consider additional venting which can result in extending the service life of the roof.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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



City of Miami Springs  
Building and Zoning Department

**SHEATHING AFFIDAVIT**

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

Contractor/Roofing Company Name \_\_\_\_\_

Qualifier Name: \_\_\_\_\_ License No.: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\*\*\*\*\*

I, \_\_\_\_\_, do hereby affirm:  
(Print Name of Qualifier)

That I will personally inspect & be responsible for the re-nailing of the existing roof sheathing as required by Florida Building Code (FBC) Section 2322.2.8 for the area covered by the roofing permit referenced above and further state that the re-nailing of the sheathing meets the requirements of the current edition of the Florida Building Code sections 2322.2.

FBC Section 2322.2.2 Board roof sheathing shall have a net thickness of not less than 3/4 inch when the span is not more than 28 inches or 5/8 inch when the span is not more than 24 inches, shall have staggered joints and shall be nailed with 8d common nails not less than two in each 6 inch board nor three in each 8 inch board at each support.

FBC Section 2322.2.8 when existing roofs are re-roofed to the point that the existing roofing is removed down to the plywood sheathing, the existing roof sheathing shall be re-nailed with 8d common nails (0.131 diameter by 2-1/2" long with a 0.281 diameter full round head). Power driven 8d nails shall be of the same dimensions. Nail spacing shall be six inches on center at panel edges, six inches on center at intermediate supports, and where applicable 10d nails four inches on center over gable ends and sub-fascia. Existing fasteners may be utilized to achieve such minimum spacing.

\_\_\_\_\_  
Qualifier/Contractor Signature\* \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_, having first been duly sworn, does  
(Print Name of Qualifier/Contractor)

affirm the statement above to be true and correct by his/her own personal knowledge.

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

\_\_\_\_\_  
Personally known to me  
\_\_\_\_\_  
Produced photo identification- Type of identification \_\_\_\_\_

- An owner/builder acting as contractor is considered the qualifier for this code.

**AFFIDAVIT OF COMPLIANCE WITH ROOF DECKING ATTACHMENT AND SECONDARY WATER  
BARRIER HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-BUILT SINGLE-FAMILY  
RESIDENTIAL STRUCTURES  
PURSUANT TO SECTION 553.844 F.S.**

Date: \_\_\_\_\_

To: Miami Springs Building Department  
201 Westward Drive  
Miami Springs, FL 33166

Re: Owner's Name \_\_\_\_\_  
Property Address \_\_\_\_\_  
\_\_\_\_\_

Roofing Permit Number \_\_\_\_\_

Dear Building Official:

I, \_\_\_\_\_, certify that the roof decking attachment and fasteners have been strengthened and corrected and a secondary water barrier has been provided as required by the "Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single-Family Residential Structures" adopted by the Florida Commission by Rule 9B-3.047 F.A.C.

Qualifying Agent

\_\_\_\_\_  
Signature of Qualifying Agent

\_\_\_\_\_  
Print Name

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, \_\_\_\_\_ who: is personally known to me OR has produced \_\_\_\_\_ as identification and who executed the foregoing instrument freely and voluntarily for the purposes therein expressed.

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida  
At Large

MY COMMISSION EXPIRES:

**OWNER'S AFFIVADIT OF EXEMPTION  
ROOF TO WALL CONNECTION HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-  
BUILT SINGLE-FAMILY RESIDENTIAL STRUCTURES  
PURSUANT TO SECTION 553.844 F.S.**

Date: \_\_\_\_\_

To: Miami Springs Building Department  
201 Westward Drive  
Miami Springs, FL 33166

Re: Owner's Name \_\_\_\_\_  
Property Address \_\_\_\_\_  
\_\_\_\_\_

Roofing Permit Number \_\_\_\_\_

Dear Building Official:

I, \_\_\_\_\_, certify that I am not required to retrofit the roof to wall  
**(PROPERTY OWNER)**  
connections of my building because:

- The just valuation for the structure for purposes of ad valorem taxation in less than \$300,000.00.
- The building was constructed in compliance with the provisions of the Florida Building Code (F.B.C.).
- The building has an insured value of less than \$300,000.00 or if the building is uninsured for which documentation of insured value is not presented.

\_\_\_\_\_  
**Signature of Property**

\_\_\_\_\_  
**Print Name**

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_, \_\_\_\_\_ who: is personally known to me OR has  
produced \_\_\_\_\_ as identification and who executed the  
foregoing instrument freely and voluntarily for the purposes therein expressed.

\_\_\_\_\_  
MY COMMISSION EXPIRES:  
NOTARY PUBLIC, State of Florida  
At Large \_\_\_\_\_

When the just valuation of the structure for purposes of ad valorem taxation is equal to or more than \$300,000.00, and the building was not constructed in compliance with the F.B.C. nor with the 1994 S.F.B.C., and affidavit of Roof to Wall Connection Hurricane Mitigation Retrofit must be provided.

**AFFIDAVIT OF COMPLIANCE WITH ROOF TO WALL CONNECTION  
HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-BUILT SINGLE-  
FAMILY RESIDENTIAL STRUCTURES PURSUANT TO SECTION 553.844 F.S.**

Date: \_\_\_\_\_

To: Miami Springs Building Department  
201 Westward Drive  
Miami Springs, FL 33166

Re: Owner's Name \_\_\_\_\_  
Property Address \_\_\_\_\_  
\_\_\_\_\_

Roofing Permit Number \_\_\_\_\_

Dear Building Official:

I, \_\_\_\_\_, certify that I have improved the roof to wall connections of the referenced property as required by the Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single Family Residential Structures as adopted by the Florida Building Commission by Rule 9B-3.047 F.A.C.

\_\_\_\_\_  
Signature of Qualifying Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
License Number

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, \_\_\_\_\_ who: is personally known to me OR has produced \_\_\_\_\_ as identification and who executed the foregoing instrument freely and voluntarily for the purposes therein expressed.

\_\_\_\_\_  
MY COMMISSION EXPIRES:  
NOTARY PUBLIC, State of Florida At Large

**CITY OF MIAMI SPRINGS  
BUILDING DEPARTMENT  
201 Westward Drive  
MIAMI SPRINGS, FLORIDA 33166**

**NOTICE TO CITY OF MIAMI SPRINGS BUILDING DEPARTMENT OF  
EMPLOYMENT AS SPECIAL INSPECTOR UNDER THE FLORIDA  
BUILDING CODE**

Permit Number: \_\_\_\_\_

I /We \_\_\_\_\_ have been retained by \_\_\_\_\_  
to perform special inspector services under the **Florida Building Code**, property located at:  
\_\_\_\_\_ as of \_\_\_\_\_ (date). I am a registered  
Architect/Professional Engineer licensed in the State of Florida.

**NOTE: ONLY INITIAL NEXT TO APPLICABLE ITEM.**

\_\_\_\_\_ SPECIAL INSPECTOR FOR INSTALLATION OF ROOF TO WALL CONNECTORS AS REQUIRED BY F.S. 553.844.

\_\_\_\_\_ SPECIAL INSPECTOR FOR RE-NAILING OF SHEATHING AS REQUIRED BY F.S. 553.844 AND THE FLORIDA  
BUILDING CODE, HVHZ.

\_\_\_\_\_ SPECIAL INSPECTOR FOR ROOF SECONDARY WATER BARRIER AS REQUIRED BY F.S. 553.844.

\_\_\_\_\_ OTHER \_\_\_\_\_

The following individual(s) employed by this firm or me are authorized representatives to perform inspection \*

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

\* Special Inspectors utilizing authorized representatives shall insure the authorized representative is qualified by education or licensure to perform the duties assigned by the Special Inspector. The qualifications shall include licensure as a professional engineer or architect, graduation from an engineering education program in civil or structural engineering; graduation from an architectural education program; successful completion of the NCEES Fundamentals Examination; or registration as building inspector or general contractor.

I/We will notify the City of Miami Springs Building Department of any changes regarding authorized personnel performing inspection services.

I/We also understand that a Special Inspector inspection log for each building must be displayed in a convenient location on the site for reference by the City of Miami Springs Building Department Inspector. All mandatory inspections, as required by the Florida Building Code, must be performed by the City of Miami Springs. The City of Miami Springs building inspections must be called for on all mandatory inspections. *Inspections performed by the Special Inspector hired by the Owner are **in addition to the mandatory inspections performed by the building Department.***

Further, upon completion of the mitigation inspections, but prior to the mandatory roofing tin cap, I/we, will submit to the Building Inspector a signed & sealed certification report indicating **ALL** required repairs in compliance with the above mentioned provision\*\*

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature of Engineer/Architect**

\_\_\_\_\_  
**License Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**SEAL:**

\_\_\_\_\_  
**Phone Number**

BUILDING CODE COMPLIANCE OFFICE  
METRO-DADE FLAGLER BUILDING  
140 WEST FLAGLER STREET, SUITE 1403  
MIAMI, FLORIDA 33130-1563  
(305) 375-2901 FAX (305)375-2908

CONTRACTOR LICENSING SECTION  
(305) 375-2527 FAX (305) 375-2558

CONTRACTOR ENFORCEMENT SECTION  
(305) 375-2968 FAX (305) 375-2906

PRODUCT CONTROL DIVISION  
(305) 375-2902 FAX (305) 372-6339

## MEMO

TO: All Building Officials in Miami-Dade County

FROM: Herminio F. Gonzalez, P.E., Director  
Building Code Compliance Office 

DATE: May 23, 2007

### SUBJECT: BORA Interpretation - Gas Vents

The Board of Rules and Appeals at its May 17, 2007 meeting approved the following guidelines developed initially during the January 31, 2002 Board of Rules and Appeals joint Roofing, Electrical, Mechanical and Plumbing Subcommittee meeting. It was the desire of the Joint Subcommittee to require permitting prior to the roofing final for the inspection and possible repair and/or replacement of rooftop gas vents including associated duct and components. The full Board of Rules and Appeals endorsed the following interpretation regarding Section 105.2.2 of the 2004 edition of the Florida Building Code.

During re-roofing, when gas burning rooftop exhaust vents are present:

- A Gas vent permit shall be issued before the roofing final inspection can be performed.
- The Gas vent permit shall be obtained by a properly licensed contractor.
- A Gas vent permit shall be considered a separate permit and not a subsidiary to the roofing permit.
- This process shall not interfere with the inspection and finalization of the roofing permit.

If you have any questions, please contact Mr. Michael Goolsby of my staff at (305) 375 2901.

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**PLEASE NOTE: THE ABOVE REFERENCED PERMIT  
WILL BE A**

**NO FEE PERMIT!**