



ROOFING PERMIT APPLICATION CHECKLIST

Minimum Permit Application Requirements:

- ☐ Broward County Uniform Building Permit Application (*filled out and notarized*)
- ☐ Documented proof of cost, including labor and materials (*signed contract*)
- ☐ Owner Builder Affidavit- if homeowner is acting as contractor (*owner must provide proof of residency at job address and this affidavit must be notarized*)
- ☐ Broward County Certificate of Asbestos (***must be submitted with permit***)
Please visit www.broward.org/epermits
- ☐ Notice of Commencement (*if job value is over \$5,000*)
- ☐ Uniform Roof Permit Package (*completely filled out*)
- ☐ Owner's Affidavit Roof to Wall Mitigation Form (*signed and notarized*)
- ☐ High Velocity Hurricane Zone Required Owner's Notification For Roofing Considerations Form (*signed by owner and contractor*)
- ☐ Hurricane Preparedness & Precautions Form (*signed by owner and contractor*)
- ☐ Wind Load Calculations (*signed by engineer, if applicable*)
- ☐ Fire Classification Page (*UL Listing*)
- ☐ Notice of Acceptance(s) (*highlighted*)
- ☐ *Ordinance 2022-1500.655 (*read and accepted – See Section A of the Roof Packet*)

*Effective March 2, 2022.

**THE PERMIT APPLICATION WILL NOT BE ACCEPTED WITHOUT THE ABOVE MINIMUM DOCUMENTATION
OTHER DOCUMENTS MAY BE REQUIRED DEPENDING UPON THE JOB CONDITIONS**

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Revised 11-14-2025

Select One Trade: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Other _____Private Provider? ☐ YES ☐ NO If yes, attach [Form # 61G20-2.005-2002-01](#)

Application Number: _____ Application Date: _____

1

Job Address: _____ Unit: _____ City: _____

Tax Folio No.: _____ Flood Zn: _____ BFE: _____ Floor Area: _____ Job Value: _____

Building Use: _____ Construction Type: _____ Occupancy Group: _____

Present Use: _____ Proposed Use: _____

Description of Work: _____

☐ New ☐ Addition ☐ Repair ☐ Alteration ☐ Demolition ☐ Revision ☐ Other: _____Legal Description: _____ ☐ Attachment**2**

Property Owner: _____ Phone: _____ Email: _____

Owner's Address: _____ City: _____ State: _____ Zip: _____

3

Contracting Co.: _____ Phone: _____ Email: _____

Company Address: _____ City: _____ State: _____ Zip: _____

Qualifier's Name: _____ Owner-Builder License Number: _____

☐ License Exempted per F.S. 489.117(4)(a)1 Business Tax Receipt Number: _____**4**

Architect/Engineer's Name: _____ Phone: _____ Email: _____

Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____

Bonding Company: _____

Bonding Company's Address: _____ City: _____ State: _____ Zip: _____

Fee Simple Titleholder's Name (*If other than the owner*) _____Fee Simple Titleholder's Name
(*If other than the owner*) _____ City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Job Address: _____ Unit: _____ City: _____

Application is hereby made to obtain a permit to do the work and 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 WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: 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.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____
Signature of Property Owner or Agent (Including Contractor)

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of

_____, 20____ by

(Type/Print Property Owner or Agent Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

X _____
Signature of Qualifier

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of
____ physical presence or ____ online notarization, this ____ day of

_____, 20____ by

(Type/Print Qualifier or Agent Name)

NOTARY'S SIGNATURE as to Qualifier or Agent's Signature

Notary Name _____
(Print, Type or Stamp Notary's Name)

Personally Known _____ Produced Identification _____

Type of Identification Produced _____

APPROVED BY: _____ Permit Officer Issue Date: _____ Code in Effect: _____
FOR OFFICE USE ONLY FOR OFFICE USE ONLY FOR OFFICE USE ONLY

A jurisdiction may use a supplemental page to request additional information and cite other conditions. Please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.

Issuance of a building permit by the City of Margate does not guarantee that the work permitted is allowed by your homeowner's association. The homeowner and/or contractor is responsible for obtaining their approval separately.



OWNER-BUILDER COST VERIFICATION FORM

**PLEASE NOTE THAT THIS FORM IS ONLY TO BE USED BY AN OWNER BUILDER.
ALL OTHERS MUST PROVIDE PROOF OF COST, eg: Contract, Agreement, etc.**

PERMIT # _____

ADDRESS: _____ MARGATE, FL

COST TO COMPLETE WORK FOR THIS PERMIT

**Please note: a VALID amount must be entered for both labor and materials,
regardless of who is doing the work.**

LABOR: _____

(PROVIDE BREAKDOWN BY HOURS/DAYS REQUIRED TO COMPLETE WORK)

MATERIALS: _____

(PROVIDE RECEIPTS OR OTHER VERIFICATION)

TOTAL: _____

SIGNED BY HOMEOWNER: _____

DATE: _____



WARNING

Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.



Not only is it dangerous, but it's against the law.

Section 455.227(1)(j), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to \$5,000.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 866.532.1440 or online at www.MyFloridaLicense.com



OWNER BUILDER STATEMENT/AFFIDAVIT

OWNER NAME: _____

SUBDIVISION: _____ LOT: _____ BLOCK: _____

STREET ADDRESS: _____

IMPORTANT! Proof of ownership is required in the form of a deed or homestead exemption and a Florida ID.

I am applying for a Building Permit pursuant to the Owner Builder exemption set forth in Florida Statute 489.103. Florida law requires that I attest to the following statements.

BY SIGNING THIS STATEMENT, I ATTEST THAT: *(Initial to the left of each statement)*

- ☐ I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
- ☐ I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
- ☐ I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
- ☐ I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
- ☐ I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
- ☐ I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
- ☐ I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- ☐ I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
- ☐ I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
- ☐ I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myfloridalicense.com/dbpr/pro/cilb for more information about licensed contractors.



OWNER BUILDER STATEMENT/AFFIDAVIT

- ☐ I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address given on this form.
- ☐ I agree to notify the Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.
- ☐ Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Check below the types of permits you are seeking:

- ☐ Building
- ☐ Roofing / Reroofing
- ☐ Electrical
- ☐ Plumbing
- ☐ Air Conditioning
- ☐ Other _____

I, _____, do hereby state that I am qualified and capable of
Type/Print Owner's Name
performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner-Builder

STATE OF FLORIDA - COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____
day of _____ month, 20____, by _____.
Name of person making statement

Commission Stamp of Notary Public:

Signature of Notary Public – State of Florida

Personally Known ☐ OR Produced Identification ☐

Type of Identification Produced: _____

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby given notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes the following information is provided in the Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description & street address, if available) **TAX FOLIO NO.:** _____

SUBDIVISION _____ **BLOCK** _____ **TRACT** _____ **LOT** _____ **BLDG** _____ **UNIT** _____

2. GENERAL DESCRIPTION OF IMPROVEMENT:

3. OWNER INFORMATION: a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:

5. SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:

6. LENDER'S NAME, ADDRESS AND PHONE NUMBER:

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes:

NAME, ADDRESS AND PHONE NUMBER:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**Signature of Owner or
Owner's Authorized Officer/Director/Partner/Manager**
State of Florida
County of Broward

Print Name and Provide Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

By _____, as _____
(name of person) (type of authority,....e.g. officer, trustee, attorney in fact)

For _____ (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

Notary

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes).

Signature(s) of Owner(s) or Owner(s)' Authorized Officer/ Director / Partner/Manager who signed above:

By _____ By _____

Florida Building Code 8th Edition (2023)

High Velocity Hurricane Zone Uniform Roofing Application Form for Broward County

INSTRUCTION PAGE

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

Roof System	Required Sections of the Permit Application Form	Attachments Required See List Below
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: Front Page Specific System Description Specific System Limitations General Limitations 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

Florida Building Code 8th Edition (2023)
High Velocity Hurricane Zone Uniform Roofing Application Form

Section A (General Information)

Master Permit Number: _____

Process Number: _____

Contractor's Name: _____

Job Address: _____

ROOF CATEGORY

- | | | |
|--|---|---|
| ☐ Low Slope | ☐ Mechanically Fastened Tile | ☐ Mortar / Adhesive Set Tile |
| ☐ Asphaltic Shingles | ☐ Metal Panel / Shingles | ☐ 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)

Are there gas vents on the roof?	Yes	No	If Yes, what type?	Natural	LPX
Is there an existing roof top Solar System	Yes	No	If Yes, will it be reinstalled?	Yes	No

I have read and understood Ordinance 2022-1500.655 and agree to follow all the criteria



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.

A large rectangular area filled with a light gray grid, intended for sketching the roof plan.

Florida Building Code 8th Edition (2023)

High Velocity Hurricane Zone Uniform Roofing Application Form for Broward County

Section C (Low Sloped Roof Systems)

Fill in Specific Roof Assembly Components and Identify manufacturer

(If a component is not used, identify as "N/A")

System Manufacturer: _____

Product Approval # _____

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) and 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 @ Laps, # Rows _____ @ _____ " oc

Zone 1 _____ " oc @ Laps, # Rows _____ @ _____ " oc

Zone 2 _____ " oc @ Laps # Rows _____ @ _____ " oc

Zone 3 _____ " oc @ Laps, # Rows _____ @ _____ " oc

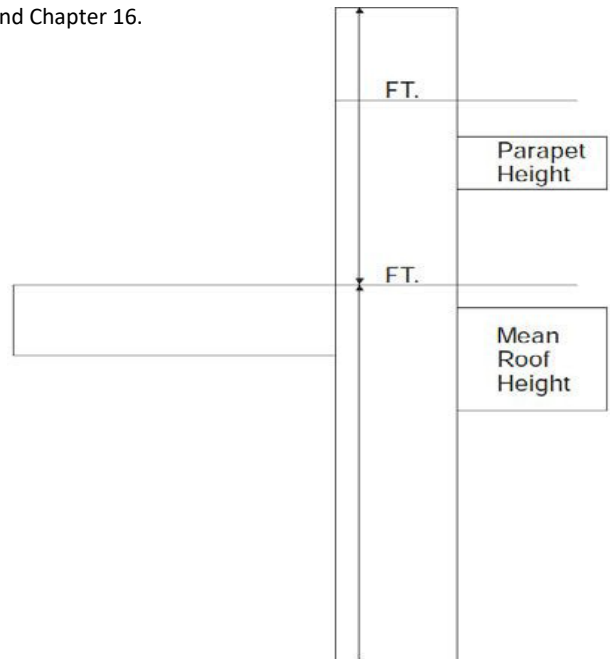
Number of Fasteners Per Insulation Board

Zone 1': _____ Zone 1: _____ Zone 2: _____ Zone 3: _____

Illustrated 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 Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing or Submit Manufacturers Details that Comply with RAS 111 and Chapter 16.



Florida Building Code 8th Edition (2023)
High Velocity Hurricane Zone Uniform Roofing Application Form

Section D (Steep Sloped Roof System)

Roof System Manufacturer: _____

Notice of Acceptance Number: _____

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

Zone 1: _____ Zone 2: _____ Zone 3: _____

Slope Range: $\geq 2:12$ to $\leq 4:12$ $> 4:12$ to $\leq 6:12$ $> 6:12$ to $\leq 12:12$

Roof Shape: All Hip Roof Gable Roof or Partial Gable/Hip Roof

(If component is not used, identify as "N/A")

Deck Type:

Roof Slope:

_____ : 12

Underlayment Type:

MIN: ASTM D226 TYPE II ONE PLY TWO PLY

Provide NOA/Product Approval As Applicable: _____

Insulation:

Ridge Ventilation?

YES _____ NO _____

Fire Barrier:

Fastener Type & Spacing:

Mean Roof Height: _____

Adhesive Type:

Cap Sheet Type:

Roof Covering:

Drip Edge Type & Size

FBC 1518.2.1

Self-adhering polymer modified bitumen underlayment directly to roof deck.

(SELECT ONE)

The entire roof deck

All joints of the roof deck. (3 ¾ inch wide)

None (2 ply ASTM D226 Type II required) N/A for Tile Roofs

(Zone 1: _____ x L _____ = _____ x w: = _____) – W: _____ x cos r _____ = F_{r1} _____ Product Approval F' _____
 (Zone 2: _____ x L _____ = _____ x w: = _____) – W: _____ x cos r _____ = F_{r2} _____ Product Approval F' _____
 (Zone 3: _____ x L _____ = _____ x w: = _____) – W: _____ x cos r _____ = F_{r3} _____ Product Approval F' _____



OWNER'S AFFIDAVIT ROOF TO WALL MITIGATION FORM

FOR EXISTING SITEBUILT SINGLE FAMILY RESIDENTIAL STRUCTURES PURSUANT TO SECTION 553.844 F.S.

OWNERS NAME	ROOFING PERMIT NUMBER	DATE
PROPERTY ADDRESS	CITY/STATE	ZIP CODE

Dear Building Official:

I, _____ property owner, certify that I am not required to retrofit the roof-to-wall connections of my building because of one of the following reasons (select one)

- ☐ The building has an insured value of \$300,000. or less. **(Provide copy of homeowner's insurance), OR**
- ☐ Is uninsured or I cannot provide insurance documentation, and the building/improvement value of the structure for purposes of ad valorem taxation is less than \$300,000. **(Provide a copy of the Broward County Property Appraiser's Assessment), OR**
- ☐ The building was constructed in compliance with the provisions of the Florida Building Code (FBC) or with the provisions of the 1994 edition of the South Florida Building Code (1994 SFBC). **(If built before 1994, provide a compliance letter from a Florida Registered Engineer or Architect), OR**
- ☐ The roof-to-wall connections at gables ends or all corners cannot be completed for 15% of the cost of roof replacement. **(Provide an estimate of costs for retrofit by a General Contractor or Building Contractor or Residential Contractor).**

I understand that if the existing connections are not adequate, a separate permit from a (CGC, CBC, or CRC license) will be required.

I, _____, do hereby state that I am qualified and capable
Type/Print Owner's Name
of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner _____ State of Florida-County of _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization,
this _____ day of _____ month, 20 _____, by _____.
Name of person making statement

Commission Stamp of Notary Public: _____ Signature of Notary Public – State of Florida _____

Personally Known OR Produced Identification Type of Identification Produced: _____

Additional information regarding safeguarding your home against a hurricane can be obtained at
<https://apps.floridadisaster.org/hrg/> the Division of Emergency Management, "Hurricane Retrofit Guide"

Homeowners are strongly encouraged to contact their insurance company to see if they require
additional modifications not required by the Florida Building Code.

MANDATORY COUNTYWIDE ROOFTOP MOUNTED EQUIPMENT AFFIDAVIT

ALL EQUIPMENT THAT IS ROOFTOP MOUNTED IS REQUIRED TO BE IDENTIFIED BY THIS AFFIDAVIT AND SUBMITTED WITH THE HIGH VELOCITY HURRICANE ZONE UNIFORM ROOFING PERMIT APPLICATION

Permit Number: _____

Site Address: _____

Company Name: _____

Address: _____

Name of Qualifier: _____

License Number: _____ Contact No: _____

PLEASE CHECK ALL APPLICABLE EXISTING ROOFTOP EQUIPMENT:

A/C EQUIPMENTPHOTOVOLTAIC PANELSSOLAR THERMALGAS VENTS

WATERLINESELECTRICAL CONDUITSNO EQUIPMENT ON THE ROOF

PERMITS ARE REQUIRED FOR:

- REMOVAL AND REINSTALLATION OF PHOTOVOLTAIC PANELS.
- REMOVAL AND REINSTALLATION OF SOLAR THERMAL.
- REMOVAL AND REINSTALLATION OF GAS VENTS.

IF A/C EQUIPMENT IS CHECKED ABOVE:

- IS THERE AN EXISTING CODE APPROVED CURB OR STAND?YESNO

IF YOU ANSWERED NO, A MECHANICAL PERMIT IS REQUIRED FOR THE INSTALLATION OF THE PROPOSED CURB OR STAND.

ANY ROOFTOP EQUIPMENT REMOVED DURING REROOFING, SHALL BE REINSTALLED IN COMPLIANCE WITH THE CODE IN EFFECT AT THE TIME A REROOFING PERMIT IS ISSUED.

NOTE: All above permits may be considered as deferred submittals.

CONTRACTOR/OWNER BUILDER SIGNATUREDATE

PRINT CONTRACTOR/OWNER BUILDER NAME



HIGH VELOCITY HURRICANE ZONES REQUIRED OWNERS NOTIFICATION FOR ROOFING CONSIDERATIONS

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 Section RR4402 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 initial in the designated space indicates that the item has been explained.

1. **Aesthetics-Workmanship:** The workmanship provisions of Section RR4402 are for the purpose of providing that the roofing system meets the wind resistance and water intrusion performance standards. Aesthetics (appearance) 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 Section RR4402. (The roof deck is usually concealed prior to removing the existing roof system.)
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. This 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 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 scuppers in accordance with the requirements of RR4403 and RR4413.
7. **Ventilation:** Most roof structures should have some ability to vent natural air flow 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.

Exception: Attic spaces, designed by a Florida-licensed engineer or registered architect to eliminate the attic venting, venting shall not be required.

Owner's/Agent's Signature

Date

Contractors Signature

Date



HURRICANE PREPAREDNESS & PRECAUTIONS

HURRICANE SEASON: JUNE 1 UNTIL NOVEMBER 30

PURSUANT TO SECTION 109.14.2.5 OF THE FLORIDA BUILDING CODE: IT SHALL BE A VIOLATION OF THIS CODE FOR AN OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION, TO HAVE ON THE PROPERTY LOOSE CONSTRUCTION MATERIALS THAT ARE NOT FASTENED OR SECURED TO THE GROUND OR ANY PERMANENT STRUCTURE. MATERIALS STOCK PILED ON THE TOP OF ANY STRUCTURE UNDER CONSTRUCTION SHALL BE PERMANENTLY INSTALLED BY THE PROPERTY OWNER OR CONTRACTOR UPON A HURRICANE WATCH, PROVIDED HOMEOWNER IN THE EVENT SUCH INSTALLATION CANNOT BE TIMELY COMPLETED, THEN THE PROPERTY OWNER OR CONTRACTOR SHALL:

- BAND TOGETHER THE CONSTRUCTION MATERIALS AND FASTEN THEM TO THE TOP OF THE STRUCTURE IN SUCH A MANNER SO AS TO NOT PRESENT A THREAT OF THEIR BECOMING AIRBORNE DURING A SEVERE WEATHER OR
- REMOVE THE CONSTRUCTION MATERIALS FROM THE TOP OF THE STRUCTURE AND FASTEN DOWN TO THE GROUND OR
- REMOVE THE CONSTRUCTION MATERIALS FROM THE JOBSITE OR
- STORE THE CONSTRUCTION MATERIALS INSIDE AN ENCLOSED STRUCTURE.

SECTION 109.14.3 OF THE FLORIDA BUILDING CODE: FROM JUNE 1 TO NOVEMBER 30 OF EACH CALENDAR YEAR (NATIONAL WEATHER SERVICE DESIGNATED HURRICANE SEASON) BUILDING MATERIALS SHALL BE LOADED ON A ROOF NO EARLIER THAN TWENTY (20) WORKING DAYS PRIOR TO THE PERMANENT INSTALLATION OF THOSE MATERIALS.

NOTICE ISSUED BY THE NATIONAL WEATHER SERVICE OF A **HURRICANE WATCH** ARE DEEMED SUFFICIENT NOTICE TO THE OWNER OF REAL PROPERTY UPON WHICH CONSTRUCTION IS OCCURRING, OR ANY CONTRACTOR RESPONSIBLE FOR SAID CONSTRUCTION TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION MATERIALS AGAINST THE EFFECTS OF HURRICANE FORCE WINDS.

SECTION 101.3.1 OF THE FLORIDA BUILDING CODE: VIOLATIONS AND PENALTIES: ANY PERSON, FIRM OR CORPORATION WHO SHALL VIOLATE A PROVISION OF THIS CODE OR FAIL TO COMPLY THEREWITH, OR WITH ANY OF THE REQUIREMENTS THEREOF, SHALL BE GUILTY OF A MISDEMEANOR. EACH SUCH PERSON SHALL BE DEEMED GUILTY OF A SEPARATE OFFENSE FOR EACH AND EVERY DAY OR PORTION THEREOF DURING WHICH ANY VIOLATION OF ANY PROVISIONS OF THIS CODE IS COMMITTED OR CONTINUED, AND UPON CONVICTION OF ANY SUCH VIOLATIONS SUCH PERSON SHALL BE PUNISHABLE BY FINE OF NOT LESS THAN FIFTY (50) DOLLARS, OR BY IMPRISONMENT NOT EXCEEDING SIXTY DAYS, OR BY BOTH SUCH FINE AND IMPRISONMENT.

I HEREBY NOTIFY EVERY ROOFING CONTRACTOR IN THE CITY OF MARGATE, THAT DURING **HURRICANE SEASON**, ROOFING CONTRACTORS ARE NOT ALLOWED TO LOAD ROOF TILES ON MORE BUILDINGS THAN THEY WOULD BE ABLE TO OFF LOAD IN A FORTY-EIGHT (48) HOUR PERIOD. IF AT ANYTIME YOU HAVE LOADED MORE THAN THREE (3) ROOFS, YOU MUST NOTIFY THE BUILDING DEPARTMENT. TILES OFF LOADED MUST BE SECURED TO THE GROUND (STACK WIRED) OR PLACED IN THE GARAGE OF THE HOME. ALL JOB SITES MUST BE POLICED FOR LOOSE OBJECTS AND DEBRIS MUST BE HAULED AWAY OR SECURED AS PER ABOVE.

OWNER'S NAME: _____

OWNER'S SIGNATURE: _____ **DATE:** _____

BY SIGNING THIS, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION AND WILL COMPLY WITH THE FLORIDA BUILDING CODE REQUIREMENTS.

CONTRACTOR'S NAME: _____

CONTRACTOR'S SIGNATURE: _____ **DATE:** _____

BY SIGNING THIS, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION AND WILL COMPLY WITH THE FLORIDA BUILDING CODE REQUIREMENTS.

CITY OF MARGATE, FLORIDA

ORDINANCE NO. 2022-1500.655

AN ORDINANCE OF THE CITY OF MARGATE,
FLORIDA, AMENDING APPENDIX-A ZONING;
ARTICLE III GENERAL PROVISIONS, ADDING
NEW SECTION 3.31; PROVIDING FOR ROOF
MATERIALS FOR RESIDENTIAL ZONING
DISTRICTS; PROVIDING FOR EXCEPTIONS;
PROVIDING FOR SEVERABILITY; PROVIDING FOR
CODIFICATION; PROVIDING FOR AN EFFECTIVE
DATE.

WHEREAS, the City Commission of the City of Margate
Florida desires to maintain and improve property values as well
as the appearance of residential properties within the City;
and

WHEREAS, the City Commission finds that this Ordinance
is in the best interest of the residents of the City of Margate.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF
THE CITY OF MARGATE, FLORIDA:

SECTION 1: The Code of Ordinances of the City of Margate,
Florida, Appendix-A Zoning, Article III General Provisions,
Section 3.31 Roof materials for residential zoning districts,
is hereby added to read as follows¹:

¹CODING: Words in struck through text are deletions from existing
text, words in underscoring text are additions to existing text,
ands...hacted! text are changes between First and Second Readings.

1 **Section 3.31. - Roof materials for residential zoning districts.**

2 (A) Intent. The provisions contained herein are intended to
3 maintain and improve property values and the appearance of
4 properties through the installation of quality roofing
5 materials.

6 J fil Scope. This Section shall be applicable to all residential
7 zoning districts including R-1A, R-1B, R-2, R-3, R-3A, PRC,
8 PUD, and RVRP.

9 J..9 Minimum standards for roof materials.

10 a. New construction

11 i. Wood .Shingle. a:Asphalt shingle, and polyurethane
12 foam on sloped roofs over any finished roofing
13 material are not permitted.

14 ii. Roofs shall be constructed of solar roof tile,
15 cement tile, clay tile, metal, wood shingle, or
16 other non-asphaltic based roof material.

17 iii. Single-family attached, semi-attached, and duplex
18 dwelling - Roofing material shall be of the same
19 profile, material, and color hue so as to function
20 as a singular and integrated structure.

1 iv. Roofs of multifamily apartments and condominiums
2 will be reviewed for coordination with the overall
3 building design.

4 Existing construction

5 i. Replacement of existing roofs shall be of the
6 current material or higher quality material (such
7 as from shingle to clay tile or from 3-tab shingles
8 to architectural shingles).

9 ii. All replacement roof material shall be of the same
10 profile, material, and color hue as the rest of the
11 roof.

12 iii. Single-family attached, semi-attached, and duplex
13 dwelling - Roofing material shall be of the same
14 profile, material, and color hue so as to function
15 as a singular and integrated structure.

16 iv. Exceptions to this subsection shall only be allowed
17 with an Engineer's Letter stating it is not
18 structurally possible for all or portions of an
19 existing roof to utilize a particular roof
20 material.

1 **SECTION 2:** All ordinances or parts of ordinances in
2 conflict herewith are and the same is hereby repealed to the
3 extent of such conflict.
4

5 **SECTION 3:** If any section, sentence, clause, or
6 phrase of this ordinance is held to be invalid or
7 unconstitutional by a court of competent jurisdiction, then
8 said holding shall in no way affect the validity of the
9 remaining portions of this ordinance.
10

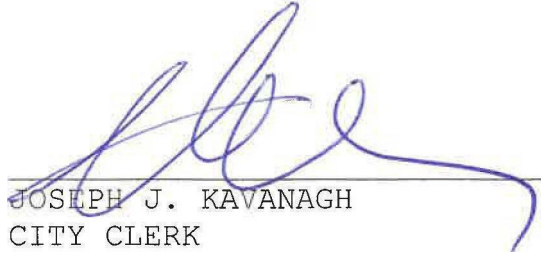
11 **SECTION 4:** It is the intention of the City
12 Commission that the provisions of this ordinance shall become
13 and be made a part of the City of Margate Code, and that the
14 sections of this ordinance may be renumbered or relettered and
15 the word "ordinance" may be changed to "section," "article,"
16 or such other appropriate word or phrase in order to accomplish
17 such intentions.
18

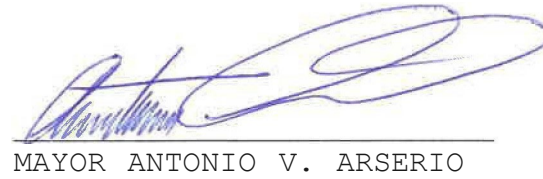
19 **SECTION 5:** This ordinance shall become effective
20 **MARCH 2₁** , 2022.
21

PASSED ON FIRST READING THIS 16th day of February 2022.

PASSED ON SECOND READING THIS 2ND day of MARCH, 2022.

ATTEST:


JOSEPH J. KAVANAGH
CITY CLERK


MAYOR ANTONIO V. ARSERIO

RECORD OF VOTE - 1ST READING

RECORD OF VOTE - 2ND READING

Simone	<u>no</u>
Schwartz	<u>yes</u>
Ruzzano	<u>yes</u>
Caggiano	<u>yes</u>
Arserio	<u>yes</u>

Simone	<u>NO</u>
Schwartz	<u>YES</u>
Ruzzano	<u>YES</u>
Caggiano	<u>YES</u>
Arserio	<u>YES</u>



SECURE THIS JOB

**DURING A HURRICANE WATCH
& BEFORE THE ONSET OF HURRICANE VELOCITY WINDS
YOU ARE REQUIRED TO **SECURE THIS JOB****

**IN ACCORDANCE WITH THE BOARD COUNTY ADMINISTRATIVE PROVISIONS
OF THE FLORIDA BUILDING CODE SECTION 110.13**

**All loose objects
in exposed outdoor locations
shall be lashed to rigid construction
or shall be stored in buildings.**

**Florida Building Code Broward County Administrative Provisions
Section 110.13.2**

**NOTICES ISSUED BY THE NATIONAL WEATHER SERVICE OF A HURRICANE WATCH ARE DEEMED SUFFICIENT NOTICE
TO THE WONER OF REAL PROPERTY UPON WHICH CONSTRUCTIONS IS OCCURRING, OR ANY CONTRACTOR
RESPONSIBLE FOR SAID CONSTRUCTION, TO SECURE LOOSE CONSTRUCTION DEBRIS AND LOOSE CONSTRUCTION
MATERIALS AGAINST EFFECTS OF HURRICANE FORCE WINDS.**

THIS INCLUDES BUT IS NOT LIMITED TO:

110.13.2.1 Road Right-of-Way shall remain clear of construction waste and trash	
110.13.2.2 Construction Waste and Trash Contained	110.13.2.3 Construction Materials; Loose Construction Debris; Roofing Tile & Materials; Temporary Electric Service Poles; Temporary Toilets and Temporary Construction Trailer
AND PROTECT ALL GLASS AREAS	