



Over the Counter Permit
Single Family Residence Re-Roofing Permit Affidavit

This permit type is limited to re-roofing of single family residences with like materials or materials that will not increase the roof load on the structure. Plan review under certain conditions can be waived in accordance with Boca Raton Building Regulations Section 19-113 (3) and The Florida Building Code 7th Edition (2020). Deficiencies observed in the field may result in a failed inspection with re-inspection fees assessed, including having the roof evaluated by a licensed professional engineer.

Job address _____ Contractor license number _____

In addition to this form, the following documents are required at the time of application:

- Permit Application Form
Contractor Registration or Owner Builder Disclosure Statement
Certified Copy of Contract - scope and amount to include all materials and labor
Certified Copy of Notice of Commencement (for projects greater than \$2,500)

Applicant attests to the following:

- The permit application is a true representation of the products to be installed in the manner that is indicated within the appropriate section of the Product Approval or Notice of Acceptance (NOA) submitted.
The proposed roof system will not increase the roof load on the structure.
Applicant understands that changes made after permit issuance are subject to revision submittals and fees.
Applicant has read and understands Memorandum dated, March 1st, 2018 that self-adhering membranes shall be applied over a mechanically fastened anchor sheet.
Applicant has read and understands Memorandum dated, January 1st, 2018 that the wind velocity used for single family residence is 170 mph and that all buildings or structures shall be considered Exposure C unless Exposure D applies.
Applicant understands that the following completed forms are required to be onsite at the time of inspection and attests that the information contained in both forms is accurate and correct:
Completed Supplemental Information Roofing Package
Completed Re-Roofing Mitigation Package with sub permit from a licensed General, Residential, or Building Contractor for roof to wall connections when required.
Applicant understands that complete and legible Product Approval or Notice of Acceptance (NOA) of all products installed are to be on site for inspection purposes, failure to provide Product Approval or Notice of Acceptance (NOA) may result in a failed inspection with re-inspection fees assessed.
Applicant understands that the required inspections are to be scheduled at the appropriate interval of the re-roofing process in the usual manner either, on line at https://boca-egov.aspgov.com/Click2GovBP/index.html, or by telephone at 561.393.7914. Failure to schedule inspections at the appropriate interval may result in a failed inspection with re-inspection fees assessed. Inspections requested prior to 3 pm will be scheduled for the next business day. Inspections requested after 3 pm will be scheduled for the business day following the next business day.

Contractor Qualifying Agent Name

State of _____

County of _____

Sword to and subscribed before me this _____ day of _____, 20_____

by _____ who (check one) is personally known to me _____ or has provided the following identification _____

Notary Public's Signature

Contractor Qualifying Agent Signature