

MIAMI BEACH BUILDING DEPARTMENT

Permit Checklist for Roofing - Commercial New/Re-Roof

Plan Reviews

Building-Multiple Trades, Planning

Inspections*

Notice Of Commencement – Certificate, Roof Tin Cap/Base Sheet, Mop, Roofing-In-Progress, Water Test-In-Progress, Waterproofing-In-Progress

**Not all inspections listed may be required.*

PROJECTS MAY REQUIRE PLANNING BOARD APPROVAL PRIOR TO BUILDING PERMIT SUBMITTAL.

For the Planning Department Checklist, visit:

www.tinyurl.com/288e54ba

For Online Permitting Resources,

visit: www.tinyurl.com/2552jdam

Required Construction Documents for Submittal: Digitally or electronically signed and sealed drawings – (Visit the Online Permitting Resource Center link noted above for instructions).

| Construction Documents | Department Review |
|--|------------------------------------|
| <input type="checkbox"/> Roof layout and dimension | Building-Multiple Trades, Planning |

* Refer to the guidelines within the Roofing forms pertaining to the materials to be used. Visit <https://www.miamibeachfl.gov/city-hall/building/forms/>.

** Requires an issued Master permit for new construction/addition.

***All Roofing work shall comply with Chapter 15 of the Florida Building Code and the Test Protocols for High Velocity Hurricane Zone.

Supporting Documents that May be Required:

| Construction Documents | Department Review |
|---|--------------------------|
| <input type="checkbox"/> Special Inspector Form for Roofing-In-Progress | Structural |
| <input type="checkbox"/> Notice of Acceptance | Building-Multiple Trades |

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|---|--------------------------|
| <input type="checkbox"/> Wind Design Calculations | Building-Multiple Trades |
| <input type="checkbox"/> Fire Directory Listing Page | Building-Multiple Trades |
| <input type="checkbox"/> Signed Owner's Notification for Reroofing Considerations | Building-Multiple Trades |
| Roof Type: <input type="checkbox"/> Low Slope <input type="checkbox"/> Mechanically Fastened Tile <input type="checkbox"/> Mortar/Adhesive Set Tile <input type="checkbox"/> Asphalt Shingles <input type="checkbox"/> Metal Panel/Shingle <input type="checkbox"/> Wood Shingle/Shakes | Building-Multiple Trades |