

# MIAMI BEACH BUILDING DEPARTMENT

## Permit Checklist for Roofing - Residential 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](http://www.tinyurl.com/288e54ba)

For Online Permitting Resources, visit: [www.tinyurl.com/2552jdam](http://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

<input type="checkbox"/> Notice of Acceptance	Building-Multiple Trades
<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