

Tile Roofing Permit Application and Inspection Policy For New Construction and Re-Roofs

EFFECTIVE 10/14/2024

1. Permit Application Process:

1.1. Permit Submission:

Customers must apply for a re-roofing permit, clearly identifying the type of roof to be installed. All tile re-roof tile permits and new construction must be applied through [Building Permits Online](#), and files must be uploaded to the [ePlan](#) system for plan review. The minimum documentation to be uploaded for a re-roof is a signed [Permit Application](#), the property record card from the [Property Appraiser's website](#), a [Permit Authorization form](#), and a completed [Re-Roof Supplement form](#). New construction will submit the same forms, along with their plans, using the [Product Approval form](#) instead of the Re-Roof Supplement form.

1.2. Supplement Form Submission:

As part of the permit application, the customer must submit a completed [Re-Roof supplement form or a Product Approval form](#) for new construction, which includes:

- The appropriate and current Florida product approval numbers listed for all materials used in the project.
- The Re-Roof Supplement Form will need properly marked checkboxes to indicate the project's specifics. For those questions that do not apply, place N/A.

1.3. Underlayment Declaration:

Customers must specify whether the underlayment system will be single-ply or two-ply. This declaration will determine the specific inspections required for the project.

1.4 Plan Review

All tile re-roof and new construction applications will be subject to a plan review by the building department to ensure the re-roof supplement or Product Approval form contains accurate information.

1.5 Permit Issuance

Once the permit is issued, you may schedule inspections through [Building Permits Online](#) or call 407-665-7050. You may schedule for as soon as the next business day!

2. Inspection Requirements:

2.1. Two-Ply Underlayment System:

- B168 Inspection (Roof In Progress): This is required after the completion of the first layer, accompanied by the [Re-Roof In Progress Affidavit](#).
- B158 Inspection. (Tile/Metal Underlay/Flash): This is required for the completed second layer.

- B139 Inspection (Final Roof): This is required to close the permit; inspection options are shown in section 3.2.

2.2. Single-Ply Underlayment System:

- B158 Inspection (Tile/Metal Underlay/Flash): This is required for the completed underlayment.
- B139 Inspection (Final Roof): This is required to close the permit; inspection options are shown in section 3.2.

3. Inspection Procedure:

3.1. B158 Inspection Conditions:

The B158 inspection is not an "in-progress" inspection. The roof must be fully prepared for tile installation. No tiles should be loaded onto the roof before this inspection unless expressly authorized by the inspector when B158 is subject to a re-inspection.

3.2. B139 Inspection Options:

The B139 final inspection can be conducted through one of the following methods:

- **Video Conference Inspection:**

The contractor or property owner may conduct a virtual inspection in coordination with the inspector via video conference using a mobile device capable of conferencing with an Apple device used by the inspector. The contractor or owner must physically be on the roof and assist the inspector remotely.

- **Third-Party Tile Affidavit for Final Roof Submission:**

The permit holder, either a contractor or property owner, may present the inspector with the notarized [Tile Affidavit for Final Roof Inspection](#) form from a third party (licensed roofing contractor, engineer, or architect) at the final inspection. They would be attesting that the project is complete and meets the requirements set forth in the Florida Building Code. The affidavit will be stored with the permit in accordance with standard record-keeping procedures.

All inspections must be completed, and the required approvals must be obtained before the permit can be closed.

Enforcement: Failure to comply with any part of this policy may result in project delays, re-inspection fees, or permit revocation. The building department reserves the right to enforce all applicable building codes and standards to ensure the safety and compliance of all roofing projects.

The Re-Roof In Progress affidavit and Tile Affidavit for Final Roof Inspection can be found on the [Building website's Forms and Applications](#) page.