



RE-ROOF PERMIT GUIDELINES

Residential Applications

(Please Note: Apartments will require a Commercial Permit)

Effective January 1, 2025 the following policies and procedures are in effect for all new Residential Re-Roof Permits

Permits are applied for at <https://www.citizenserve.com/sanford>

Questions are to be directed to building@sanfordfl.gov or by calling 407.688.5150

Permit Submittal Requirements:

- These Guidelines are to be used for Single Family Detached Homes, Residential Accessory Structures and Single Family Attached Homes (Townhouses).
- Residential Accessory Structures will require a separate permit application
- For Townhouse permits, please contact the Sanford Building Division for specific submittal requirements
- All documentation shall be submitted as .pdf files with file names named appropriately
 - Please do not submit forms attached together as a package file
- Homes located in the Historic District require approval through the Historic Preservation Board **prior to** applying for a Re-Roof Permit. Please upload a copy of the approved Certificate of Appropriateness
- Homes that have existing Solar Panels must have the homeowner sign and notarize the Solar Panel Reinstallation Notice. A separate permit will be required to reinstall existing Solar Panels.

Plan Review Requirements:

All permit submittals will require a plan review prior to issuance. In order to ensure your review is processed as quickly as possible, please follow these guidelines and make sure all required documentation is complete and submitted properly.

Required Documentation:

- Property Appraiser printout with legal description
- Residential Re-Roof Scope of Work
- DO NOT SUBMIT THE RE-ROOF AFFIDAVIT AT THIS TIME

Possible Additional Forms:

- Notice of Commencement (if job valuation is more than \$5,000)
 - This is required prior to scheduling your first inspection
- Site Plan showing the work location (for repairs or partial re-roofs)
- Solar Panel Homeowner Affidavit (if applicable)
- Owner/Builder Affidavit
 - Follow Sanford Owner/Builder Policies and Procedures



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Inspection Requirements

All re-roof permits will require a Dry In Inspection and Final Roof Inspection.

The Permit Card and associated paperwork must be posted in a conspicuous, weatherproof location and easily accessible

Dry-In Inspection Procedures

- A MINIMUM of 50% of the roof must be appropriately dried in and flashed at the time of inspection. (This covers the code requirements for installation of the underlayment, flashing, drip edge, valley lining and deck re-nailing)
- A MAXIMUM of 50% of the roof is allowed to have replacement shingles installed at the time of inspection. At least one (1) valley must remain open with underlayment and valley lining exposed for inspection.
 - Please Note: Installation of replacement shingles is at your own risk: Failure to install any component of the dry in properly will require removal of any installed shingles.
- The stamped/approved Re-Roof Scope of Work, along with the associated Product Approvals and Installation Instructions must be printed out and on site for the inspection.
- The Roofing Contractor (or representative) must be on site for the in-progress inspection and prepared to expose areas, if necessary, at the discretion of the inspector.
- The Roofing Contractor shall provide access to the roof. If a ladder is used, it needs to be extended three (3) feet above the roof deck, set at the proper angle, and properly tied off.
- In order to arrange a time frame with the inspector, please call 407.688.5150 the day of your scheduled inspection between 7-7:30am to receive your inspector's phone number.

Roof Final Inspection Procedures

- All components of the Re-Roof shall be completed
- A completed, notarized, Residential Re-Roof Affidavit on site
- All trash and debris must be removed, along with the dumpster

Failure to follow all requirements will result in a failed inspection, a re-inspection fee as well as requiring a design professional (architect/engineer) to certify, based on personal inspection, the installation of all roofing components.



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Scope of Work

PERMIT #: _____ JOB ADDRESS: _____

EXISTING ROOF DATA

Structure Type: ☐ Single Family Detached ☐ Townhouse ☐ Accessory Structure: _____

Re-Roof Type: ☐ Full Replacement ☐ Re-Cover ☐ Partial/Repair (% of Repair: _____)

Deck Type (Please Specify): _____

Roof Ventilation: ☐ Off-Ridge ☐ Ridge ☐ Soffit ☐ Powered Vent ☐ Other: _____

Roof Slope (please specify): _____

Existing Skylights? ☐ Yes ☐ No (Please Note if installing new skylights, a separate permit will be required)

Existing Solar Panels? ☐ Yes ☐ No (If Yes, please refer to the Solar Panel Reinstallation Notice)

****Modifying or repairing the Roof Framing in any capacity, including rafter tails, will require a separate Building Permit****

NEW ROOF DATA

Roof Component	Type	Manufacturer	Florida Product Approval
Underlayment			FL#
Roof Ventilation			FL#
Skylights (if applicable)			FL#
Other: _____			FL#

Roof Covering	Manufacturer	Florida Product Approval
☐ Shingle		FL#
☐ Metal		FL#
☐ Modified Bitumen		FL#
☐ Torch Down		FL#
☐ Insulated (TPO)		FL#
☐ Tile		FL#
☐ Other: _____		FL#

Contractor Signature

Date



RESIDENTIAL RE-ROOF INSPECTION AFFIDAVIT

PERMIT #: _____ ADDRESS: _____

I _____, as a(n) General, Building, Residential, or Roofing Contractor, Engineer, Architect, or Chapter 468 Florida Statute Building Inspector, hereby affirm, that all of the foregoing information is true and accurate and that all roofing components listed on the *approved* scope of work at the above referenced property address have been installed in accordance with their product approvals and all applicable code requirements – specifically Florida Building Code, Existing Building. In addition, I certify the installation meets all requirements for secondary water barrier and nailing of the roof deck, in accordance with the hurricane retrofit manual requirements (553.844 Florida Statute). I also certify that I did not perform any modifications to the roof framing system under this re-roof permit.

LICENSE #: _____

COMPANY/CONTRACTOR NAME: _____

CONTRACTOR SIGNATURE: _____ DATE: _____

(MUST BE SIGNED BY LICENSE HOLDER OR OWNER/BUILDER)

Failure to follow all requirements will result in a failed inspection, a re-inspection fee as well as requiring a design professional (architect or engineer) to certify, based on personal inspection, the installation of all roofing components.

STATE OF FLORIDA COUNTY OF _____

Sworn to and Subscribed before me this _____ day of _____ 20 ____ by:

_____. Who is ☐ Personally known to me or has ☐ Produced (type of identification)

_____ as identification.

Signature of Notary Public
State of Florida

Print/Type/Stamp Name
Of Notary Public



SOLAR PANEL REINSTALLATION NOTICE (IF APPLICABLE)

This notice is to be provided to the homeowner if there are existing Solar Panels

This Notice is to inform the Homeowner that the reinstallation of existing Solar Panels on the roof will require a separate permit. This work cannot be performed under the Re-Roof permit, and it cannot be performed by the Roofing Contractor. The additional permit will need to be applied for by a Florida Certified Solar Contractor, or a contractor with appropriate licensure as defined by State Statute. Please contact the Building Division for specific permitting requirements.

Failure to obtain a permit to reinstall the Solar Panels may result in Code Enforcement action by the City.