

HERNANDO COUNTY COMMERCIAL CHECK LIST FOR REROOF PERMIT

Reroof permits applied for must be pulled by roofing or a general contractor registered by our Licensing Department. If you are State certified you must still be registered with our Contractor Licensing Department. Please contact: 352-754-4050, Contractor Licensing to register. If you are working on a project that has a General Contractor and going to be the trade sub and you have registered, all you need to do is submit a sub-contractor affidavit. (Please use Hernando County Sub-Contractor affidavit.) This can be faxed to our office.

To apply for a Re-Roof Permit you will need:

- 1) **3 Page application** – filled out with a key number (you can obtain this from the Property Appraiser's screen online), legal description, description of work to be done, name of project (what business you are performing the work for) and the location address of where the work will be done. The space for Roofing Contractor must be filled out, along with the contact person area, if someone else will be responsible for answering questions or is to be notified when permit is ready for pickup. The application needs to be signed by the qualifier on file for the business. If anyone other than the qualifier is signing the application, a Hernando County authorized agent form must be submitted. The original will be produced each time a permit is applied for and the permit technician will make a copy for the permit file. The original will be returned to the holder.
- 2) **Copy of the contract**, showing scope of work will be needed.
- 3) **If any equipment is located on the roof a drawing** of how it is anchored down must be submitted along with the application. A mechanical contractor will need to submit a sub-contractor affidavit if there are any rooftop A/C's on the roof to be removed and replaced. This needs to be stated on the paperwork.
- 4) If the value of work done is over \$2500, a certified copy of recorded **Notice of Commencement**, with the BLUE seal, must be turned in when picking up permit.
- 5) **Product Approval** (Hernando County Form) will need to be submitted for shingles & ridge vents.
- 6) **Slope sheets** will need to be filled out accordingly and accompanied by **drawing** if applicable.

HERNANDO COUNTY COMMERCIAL BUILDING PERMIT APPLICATION

APPLICATION #	KEY #
Project Name:	
Shopping Center:	
Address of jobsite:	
Legal Description: Lot:	Block : Subdivision:
Previous use:	
Directions to jobsite:	

Describe Work To Be Done: _____

MUST HAVE THIS INFORMATION - Valuation of work to be done: \$

Property Owner:			
Address:	City:	State:	Zip:
Interest in Property:			
Name of Fee Simple Titleholder: (If other than Owner:			
Address:	City:	State:	Zip:

Architect:	Phone: ()
Address:	City: State: Zip:
Site Civil Engineer:	Phone: ()
Address:	City: State: Zip:
Building Engineer:	Phone: ()
Address:	City: State: Zip:

Public Contact Person – Responsible for Coordination of Project:			
Address:	City:	State:	Zip:
Email:			
Phone: ()	Fax: ()		

Building Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Electrical Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Plumbing Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Mechanical Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Roofing Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Underground Utilities Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Paving Contractor:	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Gas Line Contractor (within building only):	License # - State Certification or Hernando Co. # Only
Phone: ()	Fax: ()
Email:	

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a permit must be secured for **ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS and AIR CONDITIONERS, ETC.**

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT FOR JOBS IN WHICH THE VALUATION EXCEEDS \$2500.00 MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner or Agent (Including Contractor)

State of _____

County of _____

The foregoing instrument was sworn to and subscribed before me this ____ day of _____ by _____, who is () personally known to me or who has () produced _____ as identification.

NOTARY PUBLIC

Application approved by _____
Commercial Permit Representative

Hernando County Development Services
789 Providence Blvd.
Brooksville, FL 34601
Phone: (352) 754-4050 Fax: (352) 754-4151

www.co.hernando.fl.us

COMMERCIAL RE-ROOFING INFORMATION SHEET

Check All Appropriate Boxes

Type of work: Replacement Recover Repair **Area:** under 5,000 sq. ft. over 5,000 sq. ft.
Type of Building: Multi-Family (Triplex or greater) Commercial Building Commercial Accessory Building
Area to be covered: Main Roof Front (Overhang/Facade) Rear (Porch/Cover) Sides
Roof Mounted Equipment: A/C Solar Ventilation Exhaust Hoods None Existing, To Current Code

NOTE: Roof Diagram may be required. (Two or more types of material or elevations) Roof Sketch Required -see attached page.

PERMIT NO: _____ **Date Issued:** _____

LOCATION ADDRESS: _____

CONTRACTOR: _____ **License #** _____

Complete information for all roof materials being used. ** Shingles shall not be installed on a roof slope less than 2:12.

Roof Type	Slope	# of Sq's	Name of Manufacturer	Spec #	Insulation & Type
Shingle **	:				Not Required
Metal	:				
Modified Bitumen	:				
Tile: Concrete	:				Not Required
Clay	:				Not Required
Slate	:				Not Required
Built-Up	:				
Other:	:				

Florida Product Approval required for roofing and cladding. Hernando County forms **MUST** be used.

****FBC Code Sections listed are not all inclusive, but reminders of several key areas. You are expected to follow all of the required codes.****

Section 109.1, 2004 Florida Building Code (FBC): General. Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

A permit holder (owner/contractor) is responsible for requesting a final inspection within **ten (10) business days** of the completion of permitted work, and if applicable, re-inspection within **seven (7) business days** of the issuance of a red tag. A person failing to request an inspection as described in this section is deemed to have violated this code, including, but not limited to, Hernando County Code of Ordinances Section 8-47 and 8-62 (1)(d), (j), (n), and (p), and is subject to applicable disciplinary guidelines/penalties as provided for in the Hernando County Code of Ordinances, Chapter 8.

Section 1604.1, 2004 FBC: General.

Building, structures and parts thereof shall be designed and constructed in accordance with strength design, load and resistance factor design, allowable stress design, empirical design or conventional construction methods, as permitted by the applicable material chapters.

Section 1507.1, 2004 FBC: Roof coverings shall be applied in accordance with the provisions of 1507 and the manufacturer's installation instructions.

Section 1507.2.8, 2004 FBC: Underlayment application:

2:12 Pitch to 4:12 Pitch

Unless otherwise noted, required underlayment shall conform to ASTM D 226, Type I or Type II, or ASTM D 4869 Type I or Type II.

- (1) Apply 19" strip of underlayment parallel at eaves, fasten sufficiently to stay in place
- (2) Starting at eave, apply 36" wide underlayment overlapping successive sheets 19" and fasten sufficiently to hold in place.

4:12 Pitch to 20:12 Pitch

For roof slopes of four units vertical in 12 units horizontal (33-percent slope) or greater, underlayment shall be one layer applied in the following manner. Underlayment shall be applied shingle fashion, parallel to and starting from the eave and lapped 2 inches (51 mm), fastened only as necessary to hold in place.

Section 1507.2.8.1, 2004 FBC: High wind attachment.

Underlayment applied in areas subject to high winds (greater than 110 mph in accordance with Figure 1609) shall be applied with corrosion-resistant fasteners in accordance with the manufacturer's instructions. Fasteners are to be applied along the overlap at a maximum spacing of 36 inches (914 mm) on center.

Section 1509.7, 2004 FBC: Mechanical units.

Roof mounted mechanical units shall be mounted on curbs raised a minimum of 8 inches (203 mm) above the roof surface, or where roofing materials extend beneath the unit, on raised equipment supports providing a minimum clearance height in accordance with Table 1509.7.

Section 1510, 2004 FBC: Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 15. Roof repairs to existing roofs and roof coverings shall comply with the provisions of **Chapter 34.**

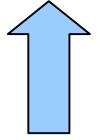
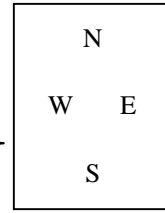
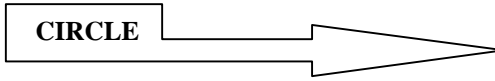
Chapter 34, 2004 FBC: Existing Buildings,

3401.1 Scope. Alteration, repair, addition, relocation and change of occupancy of existing structures and buildings shall comply with the provisions of the **2004 Florida Existing Building Code.**

SKETCH Roof Diagram: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Show all equipment curb locations as well as any roof penetrations and location of parapets. Detail equipment tie-down where required. Show dimensions of sections as accurately and clearly as possible.

Indicate **front** of building.

Orient top of page --



> **You MUST use BLACK ink for sketch.** <

