



Florida's Warmest Welcome

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City of Pompano Beach
Department of Development Services
Building Inspections Division

Roofing Checklist

WHEN DO I NEED A PERMIT?

The installation, replacement or major repair of any roofing system, whether Commercial or Residential, requires a Building Permit be issued. A permit is not required for the replacement of any part which does not alter its approval or make it unsafe.

REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- Submit a completed [Broward County Uniform Permit Application \(Building Checked\)](#) from a licensed roofing contractor or owner/builder.
- Submit a completed [Fire Review Application](#) from a licensed contractor. (Excludes Single Family Residences)
- Completed [High Velocity Hurricane Zone Uniform Permit](#)
Note: Provide attachments listed on instruction page.
- Submit current [Miami/Dade Notice of Acceptance](#) or [Florida Product Approval](#) for the product with all elements identified and Fire directory listing pages (FBC 1512.3.4).
- Submit a Broward County Asbestos Program Certificate of Submittal
- Submit a Site Plan showing the proposed location of dumpsters, tar kettle, etc.
(Excludes Single Family Residences). Note: Fire Lane Access must be clear.

INSPECTIONS

Roofing Permit Inspections

1. BLDG TIN TAG
2. BLDG MOP-IN PROGRESS
3. BLDG TILE/SHINGLE-IN PROGRESS
4. BLDG FINAL STRUCTURAL

Fire Permit Inspections (If applicable)

1. FIRE DEPARTMENT FINAL

NOTICE OF COMMENCEMENT

A Notice of Commencement is required to be submitted when the contract price is greater than \$2,500.00. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection. Visit Broward County's website for more information:

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>

Each project is unique, so additional items may be required depending on the scope of work being done.

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