**E-Permits for Contractors:** This web application allows qualified contractors to submit applications for subsidiary and stand-alone permits for residential roofing, storm panels, electrical, mechanical, plumbing, and gas trades. Customers no longer must come in person to the Miami-Dade County Permitting and Inspection Center to apply for and receive these types of permits. They can be obtained online from their place of business.

The **E-Permitting** system provides progressive and improved customer service using advanced technology.

The **E-Permitting** system allows Contractors to apply for permits online for addresses located in unincorporated Miami-Dade County.

All applicable permits can be applied for online by using a secure website. Required job site permitting information is provided by the applicant by completing online forms which are submitted electronically.

The permit application is approved automatically if valid data is entered in the online forms.

Permit fees are paid for online, by using a credit card or e-Check.

The Permit card and required job site documents are all printed from the department’s **E-Permitting** website.

The **E-Permitting** system allows for the electronic application of any combination of the following categories for residential or subsidiary **Roof** permits tied to a master building permit by qualified Roofing Contractors.

1. Shingle Roofs (Category 95)
2. Tile Roofs (Category 107)
3. Low Slopes (Category 92)
4. **NEW CATEGORY** - Metal Roof Panels (Category 96)

Commercial re-roofing permits **cannot** be obtained using the **E-Permitting** system.

Please note that commercial roof permits, can only be obtained online if the proposed roofing category is a subsidiary requirement on a master building permit.

If an applicant obtains a Commercial reroofing permit in error, that permit is subject to cancellation. A new permit application could be required with additional permit fees in this case.
Miami-Dade County REGULATORY & ECONOMIC RESOURCES (RER) Department

Select Building Permits to proceed

MDC RER Construction, Permitting & Building Code Division

Select e-Permits (for contractors)
Click Submit to access E-Permitting for Contractors

It is the applicant’s responsibility to review and comply with the “Terms of Use” and all application requirements when using the E-Permitting system.

Enter applicants Tradesman Number to access the ePermitting site. Tradesman numbers are issued by the Contractors Section to properly licensed and insured Contractors wishing to obtain permits for work in Miami-Dade County. First time users please follow the instructions on this page to create a new password to access the site.
Contact Contractor’s Section for assistance with Tradesman Number.

Board and Code Administration Division
Board and Code Administration Division Director
Goosby, Michael
786-315-2500

Administrative Secretary
Pena,ylma
786-315-2509

Board Administration
Charles, Kathy
786-315-2573

Training and Certification Section
Vacant
786-315-2509

Contractor Licensing Section
LaCance, Jose
786-315-2890

Product Control Section
Upshur, Jimmy
786-315-2500

Product Control / Quality Assurance
Roesler, America
786-315-2504

Enter required information to create user profile and password.
Main menu, select Apply for a Permit to proceed.

Online permits can be obtained by entering a valid property address or a master permit number that has the required roofing permit categories listed as a subsidiary permit.

Valid property addresses are currently limited to those located in un-incorporated Miami-Dade County.
Enter the total square feet of the proposed roof systems when selecting permit categories. If 1,000 ft² is the total roof area use that value, do not enter 1 for 1 unit or 10 for 10 roofing squares. One roofing square is defined as 100 square feet.

Failure enter to the correct job site area will result in additional permit fees being charged to the applicant.
Metal roof panels permits can be obtained using combinations of 92/96, 95/96 or 107/96 categories. No other combinations of permit categories are accepted by the system.

Complete the Online Permit Application in order to proceed!

Provide the applicable FL. CCC or MDC Roofing Contractor License number in this field!

Note that 0092 Low Slope & 0096 categories are selected!
Verify that the appropriate roofing categories have been selected and that the correct square footage for each roofing system has been entered in the form prior to submitting this page.

After the roofing permit has been approved and issued, any changes will require a permit revision or supplemental permit fees. These changes will require a visit to the Building Department in person in order to obtain them.
Review all required conditions and terms of use on this page. The permit applicant is required to comply with all conditions and installation requirements when installing the metal roof. Click on “Yes” boxes to verify compliance, in order to continue with the online application. Failure to comply with Building Code and Notice of Acceptance (NOA) requirements will result in failed inspections!
Enter a current and valid Miami-Dade County (MDC) Notice of Acceptance (NOA) for the proposed metal roof panel to be installed. Expired or superceded NOA’s will not be accepted by the ePermitting system.

1. The metal roof panel system and its accessories shall be installed in strict compliance with the code requirements of the HVHZ Sections of Chapter 16, 2020 Florida Building Code (FBC) and all applicable HVHZ Roofing Application Standards (RAS), including RAS-111 and RAS-133.
2. The metal roof panel shall be installed per the minimum ASD Exposure Category C design wind uplift pressures, as listed in RAS-127 2017 FBC HVHZ Test Protocols. The effective wind area for all roof zones are determined by the shape of Gable Roofs as defined by ASCE 7-10 when using this ePermitting System.
3. The metal roof panel shall be installed in strict compliance with the requirements found in the MDC Notice of Acceptance (NOA) for deck attachment, metal yield strength, metal panel thickness, clip thickness, clip spacing, clip or metal panel attachment, mechanical seaming, and any required adhesive at panel seams.
4. This ePermitting application is limited to the installation of the metal roof panels on non-insulated wood decks.

Failure to comply with these requirements may result in the replacement of the metal roof in order to obtain a final inspection approval.

I agree with the preceding statements regarding conditions of use for Metal Roof Panel ePermitting System.  Yes

* Metal Roof Panel MDC NOA:  -  -  -  -  -  -  - .  -  -
After entering NOA number, wait for manufacturer data to be returned before continuing.

Metal Roof Panel Applicant: 
Confirm manufacturer is correct, revise NOA number if incorrect.

---

Note invalid NOA error message!

1. The metal roof panel system and its accessories shall be installed in strict compliance with the code requirements of the HVHZ Sections of Chapter 16, 2020 Florida Building Code (FBC) and all applicable HVHZ Roofing Application Standards (RAS), including RAS-111 and RAS-133.
2. The metal roof panel shall be installed per the minimum ASD Exposure Category C design wind uplift pressures, as listed in RAS-127 2017 FBC HVHZ Test Protocols. The effective wind area for all roof zones are determined by the shape of Gable Roofs as defined by ASCE 7-10 when using this ePermitting System.
3. The metal roof panel shall be installed in strict compliance with the requirements found in the MDC Notice of Acceptance (NOA) for deck attachment, metal yield strength, metal panel thickness, clip thickness, clip spacing, clip or metal panel attachment, mechanical seaming, and any required adhesive at panel seams.
4. This ePermitting application is limited to the installation of the metal roof panels on non-insulated wood decks.

Failure to comply with these requirements may result in the replacement of the metal roof in order to obtain a final inspection approval.

I agree with the preceding statements regarding conditions of use for Metal Roof Panel ePermitting System.  Yes

* Metal Roof Panel MDC NOA: 1 1 1 1 1 1 
After entering NOA number, wait for manufacturer data to be returned before continuing.
Enter the jobsite roof mean height, the maximum roof mean height accepted by the ePermitting system is less than or equal to 40 feet. Enter the roof slope, slopes up to 12/12 are accepted by the system. Enter the least horizontal distance of the proposed roof structure. The perimeter width is determined by 10% of the width or 40% of the roof mean height, but always a minimum of 3 feet. If the permit applicant provides incorrect roof dimensions and/or roof mean height, the wrong perimeter width will be calculated. If this occurs, then the installation can be disapproved due to incorrect job site clip and/or screw spacing! This error should be avoided since metal panels cannot be easily refastened!
An optional self-adhered membrane (SAM) may be included as part of metal panel roof system.

Enter a valid MDC NOA number into the form field. The SAM shall be installed per the requirements of the NOA and be approved for use with a metal roof system.

A fire rated roof system is required to be installed as part of the metal roof system in the High Velocity Hurricane Zone. At the time of the first roof inspection, provide a current fire listing for the proposed metal roof panel. The fire listing shall include all required components to be installed as part of the metal roof including the fire barrier.

The fire listing used in the proposed metal roof system shall be obtained from the metal coil manufacturer. Enter a valid NOA number in the Fire Barrier form field. Once the number is accepted by the system, the applicant must agree to the fire barrier compliance requirements, by selecting “Yes” to proceed with the submittal.
Metal roof panel NOA form fields, including panel description, width and screw type are automatically populated with information listed in the MDC NOA that was submitted as part of the application.

The applicant is required to select a design pressure table from the MDC NOA. Select Table A, B or C. Attachment methods from different tables cannot be combined or used with this application!

If the job site design pressures are not approvable for the proposed installation, an error message will be displayed informing the applicant to choose another pressure Table or an alternate MDC NOA.
Once the desired design pressure Table A, B, or C have been selected, click on “All Entry Confirmed” to submit the ePermitting form and populate the required fields in the Metal Roof Panel Attachment portion of the form.

In addition to the Electronic Roof Permit forms, at the time of the first roof inspection provide the following legible documents:

1. A completed Section A & B page from the HVHZ Roof Permit form, including a roof plan showing all roof sections, dimensions, and steep slope roof areas.
2. One copy of the current Class “A” fire listing from the metal coil manufacturer listing all of the required components, for the proposed metal roof system used on this project.
3. Provide current published copies of the metal coil manufacturers site specific installation details for the metal panel profile used on this project.
4. A completed copy of the MDC’s owner’s Notification Form for Roofing Considerations.
5. Completed and applicable Hurricane Mitigation forms for Decking re-attachment and Roof to Wall exemption forms.

Forms 1, 4, and 5 will be collected by the Field Inspector at the jobsite to be placed with the Department.

All applicable form fields for the proposed metal panel installation are auto filled with data listed from the applicable MDC NOA, after “All Entry Confirmed.”

Metal Roof Panel Attachment

The MDC NOA maximum design pressures used in this form shall be greater than or equal to the prescriptive pressures found in RAS 127 HVHZ FBC 2017 for all roof zones, in order to use this prescriptive ePermitting application.

Zone (1) Field Attachment

RAS 127 uplift: 39.1 (psf) NOA uplift: 55.0 (psf)
Panel Seam: Standing Seam 180° Clip Type/Size: Series 1300 6" Clip
Clip Spacing: 24 ⅞ o/c Number of Screws per Clip or Panel: 4
Continuous Clip or Screw Spacing: NA ⅞ o/c Adhesive per NOA: NA

Zone (2) Perimeter Attachment

RAS 127 uplift: 55.1 (psf) NOA uplift: 123.5 (psf)
Panel Seam: Standing Seam 180° Clip Type/Size: Series 1300 9" Clip
Clip Spacing: 8 ⅞ o/c Number of Screws per Clip or Panel: 4
Continuous Clip or Screw Spacing: NA ⅞ o/c Adhesive per NOA: NA

Zone (3) Corner Attachment

RAS 127 uplift: 100.7 (psf) NOA uplift: 123.5 (psf)
Panel Seam: Standing Seam 180° Clip Type/Size: Series 1300 9" Clip
Clip Spacing: 8 ⅞ o/c Number of Screws per Clip or Panel: 4
Continuous Clip or Screw Spacing: NA ⅞ o/c Adhesive per NOA: NA

No deviations from any approved permit documents are allowed! If form fields are altered or changed in any manner, required inspections for the issued permit will be disapproved. Any deviation from approved documents requires a permit revision submitted in person in order to obtain approved inspections!
Select the drip edge size and gauge and material type

All metal trim pieces, including the drip edge shall match the roof panel thickness and material type per the requirements of the MDC NOA. Failure to comply with these requirements may result in the replacement of the metal roof in order to obtain a final inspection approval.

The drip edge material and thickness shall be the same as the metal material and be at least the same thickness as listed in the MDC NOA. Failure to comply with this requirement will result in failed inspections. Face dimensions of drip metal shall comply with TABLE 2 found in the Roofing Application Standard (RAS) 111.

Once the ePermit form is completed with all fields populated as required, click on “Submit Review” to complete the ePermitting approval process.
If all submitted application information is valid & correct, the ePermitting System will automatically approve the application!

Always select “Print and Exit to Pay Later” option, to confirm that all permit information, the roof area and required permit fees are correct prior to paying for the permit with the online pay fees due function.

If incorrect Building Code related permit data is submitted in error and the form is submitted and disapproved twice, then the permit application will be automatically rejected. If this occurs a new application may be submitted with new corrected permit data and/or information by obtaining a new ePermitting process number.

Select Print Permit to review Uniform Roofing Permit Applications, to ensure that accurate information was entered and approved. Errors to the permit can be addressed by applying for a new ePermit. Once a permit is paid for and issued, changes can only be made by applying for a permit revision in person and/or the payment of supplemental permit fees. Once a permit is issued, it is required to have a final approved inspection in order to close it out!
Click on Uniform Roofing Application to view and review form

When multiple uniform pages are created for different roof systems, always review each page individually to ensure accuracy prior to paying for the permit.

If inaccurate permit information was found during the review process do not pay for the permit. If this occurs, a new permit application may be submitted with no penalty. New updated jobsite and/or permit information may be provided at this time by obtaining a new “W” process number and completing the online submittal process.
Sample completed form

MIAMI-DADE COUNTY (MDC)
HIGH VELOCITY HURRICANE ZONE (HVHZ)
METAL ROOF PANELS CATEGORY 908
ELECTRONIC PERMIT APPLICATION
* Denotes required user inputs

Other alternate components or methods of attachment not listed in this form may be approved after review by a building official. Refer to permitting facilities for assistance.

Category 96 Metal Roof Panels
*Selected RadioButtons will be encapsulated [ ]

Application Date: 03/20/2020
* Estimated Job Cost: ($) 12000
Process Number: W2020855880
Job Address: 

1. The metal roof panel system and its accessories shall be installed in strict compliance with the code requirements of the HVHZ Sections of Chapter 15, 2020 Florida Building Code (FBC) and all applicable HVHZ Roofing Application Standards (RAS), including RAS-111 and RAS-133.
2. The metal roof panel shall be installed per the minimum ASD Exposure Category C design wind uplift pressures, as listed in RAS-127 2017 FBC HVHZ Test Protocols. The effective wind area for all roof zones are determined by the shape of Gable Roofs as defined by ASCE 7-10 when using this ePermitting System.
3. The metal roof panel shall be installed in strict compliance with the requirements found in the MDC Notice of Acceptance (NOA) for deck attachment, metal yield strength, metal panel thickness, clip thickness, clip spacing, clip or metal panel attachment, mechanical seaming, and any required adhesive at panel seams.
4. This ePermitting application is limited to the installation of the metal roof panels on non-insulated wood decks.

* Metal Roof Panel MDC NOA: 1 6 1 0 0 3 0 4

Failure to comply with these requirements may result in the replacement of the metal roof in order to obtain a final inspection approval.

I agree with the preceding statements regarding conditions of use for Metal Roof Panel ePermitting System. Yes

Metal Roof Panel Applicant: Dynamic Metals, LLC

Confirm manufacturer is correct, revise NOA number if incorrect.
* Roof Mean Height (h): 15 (ft)  * Roof Slope: 5 \( : 12'' \)
* Least Horizontal Distance: 50 (ft)
Perimeter Width (a'): 5 (ft)  Corner Size (a' x a'): 5'5 (ft)

* Are there Gas Vent Stacks located on the roof? [ ] NO  [ ] YES
   (If yes, what type?)  [ ] Natural  [ ] LPGX

* Roof Deck Type: --- 5/8'' Plywood ---

**Anchor/Base-Sheet**

The required anchor/base-sheet shall be a minimum ASTM D 226 Type II (# 30), installed with a 4'' side-lap and 6'' end-laps. The anchor/base-sheet shall be fastened with corrosion resistant tin caps and 1 1/4'' ring shank nails, spaced 6'' o/c at all laps and two staggered rows 12'' o/c in the field of the roll.

**Optional Self Adhered Underlayment MDC NOA:**

After entering NOA number, wait for manufacturer data to be returned before continuing.

Self Adhered Membrane Manufacturer: N/A

Confirm manufacturer is correct, revise NOA number if incorrect.

An optional self adhered underlayment shall be installed over a nailed anchor sheet, be listed for use under a metal roof panel, and be installed in strict compliance with the requirements of the approved MDC NOA for this product.

I agree with the preceding statements regarding the use of self adhered membranes.  [ ] Yes

**Fire Barrier MDC NOA:**

After entering NOA number, wait for manufacturer data to be returned before continuing.

Fire Barrier Manufacturer: GAF

Confirm manufacturer is correct, revise NOA number if incorrect.

An approved fire barrier is required to be installed as part of metal panel roof system in order to obtain a "Class A" fire listing. Metal roof systems that do not comply with the requirements for a Class A roof system will be disapproved and may require replacement in order to obtain a final approval.

I agree to comply with the preceding requirements regarding fire barrier.  [ ] Yes
Items 1-5 are required permit documents to be provided at the job site at the time of the first inspection.
Enter the “W” process number to obtain permit documents created by the ePermitting System.

Enter the “W” process number to pay fees that are due online.
### Online pay fees due screen

**Internet Permitting Application Services (IPAS)**  
**Pay Fees By Credit Card**

- **Date:** 03/20/2020  
- **Process Number:** W2020855890  
- **Total fee Due:** $170.95

The above displayed fee is the total due including all surcharges.

If you would like to make a payment for multiple permit applications, retain above Process Number to pay later and click on the link to return to the Main Menu. A maximum of four process numbers can be paid at a time.

If you would like to pay for this permit application at a later time, retain above Process Number to pay later and click on the link to return to the Main Menu.

If you would like to pay now, complete below credit card information.

---

Please enter all information as it appears on your credit card statement. If you have a suite number and you have problems with the address try not putting the suite number. **Required information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>IPASTEST (MONITOR E-PI)</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>MIAMI</td>
</tr>
<tr>
<td>State</td>
<td>Florida</td>
</tr>
<tr>
<td>Zip Code</td>
<td>33173</td>
</tr>
<tr>
<td>Phone</td>
<td>305-596-8948</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
</tr>
<tr>
<td>Credit Card Type</td>
<td>Master Card</td>
</tr>
<tr>
<td>Credit Card Number</td>
<td></td>
</tr>
<tr>
<td>Credit Card Verification Number</td>
<td></td>
</tr>
<tr>
<td>Credit Card Expiration Date</td>
<td>January 2019</td>
</tr>
</tbody>
</table>

Authorize Payment And Wait For Receipt

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*Once payment has been made and authorized, always save a copy of the receipt prior to leaving this page.*
Common E-Permitting System Errors

- Use total ft² in the permit application, do not use roofing squares (defined as 1 square = 100 s.f.)
- Florida Product Approvals are not allowed only use current Miami-Dade County NOA Approvals with the E-Permitting system.
- Do not use fractions when inputting data, the E-Permitting system only recognizes decimal numbers.
- Use correct slope for specific roof system types; for example, a minimum 4/12 slope is required for mechanically attached tiles.
- No changes can be made to the E-Permitting system generated Uniform Permit forms once the forms are rendered.
- Changes to system generated forms always require a permit revision.
- Do not share your password to access the E-Permitting system with any one you do not trust; permits can be obtained without your knowledge.
- Commercial roof permits can only be obtained, if the proposed roofing category is a subsidiary requirement on a master building permit.
- Commercial re-roofing permits cannot be obtained using the E-Permitting system.
- If an applicant obtains a Commercial reroofing permit by error, the permit is subject to a permit cancellation. A new permit application could be required with additional permit fees.

Required Documents for Job Site Inspections

- All required job site documents shall be legible and complete.
- Provide a Notice of Commencement (NOC) that has been recorded with the County Clerk, for projects with a job cost greater than $2,500.00. The NOC shall be provided at the job site at the time of the first inspection.
- Provide a completed MDC Owner’s Notification Form; to be collected by the Inspector and placed in Micro-Film.
- A Completed Section “A & B” page from the HVHZ roof permit form including a roof plan diagram. Total roof area to be field verified by inspector & shall match paid permit fees.
- The completed roof plan diagram shall include all dimensions, roof sections, levels and roof types.
- Printed copies of the E-Permitting system generated Uniform Roof Permit Form for the types of roof assemblies to be installed.
  - Category 92 Low Slope BUR including the system generated installation detail.
• Category 95 Shingles
• Category 107 Tile
• Category 96 Metal Roof Panels

• One copy of the MDC NOA Product Approval for the proposed roof assembly and any roofing materials or components requiring one.

• For low slope BUR MDC NOA’s only provide:
  o Cover page, assembly page(s), Limitation page(s)
  o A class “A” Fire Directory Listing for the Low Slope BUR

• MDC Tile NOA Approval
• MDC Tile Underlayment NOA Approval
• MDC Tile Adhesive or Mortar NOA Approval
• MDC Metal Roof Panel NOA Approval

• For Metal Roof Panels, provide current Fire Listing Page from the metal coil manufacturer

• For Metal Roof Panels, provide current site-specific installation details from the metal coil manufacturer