Guidelines for the Roofing E-Permitting System

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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 through the use of 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 web-site. 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 web-site.

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)

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.
RER WEB Pages

Regulatory and Economic Resources Department
Building Section  Obtain information regarding contractors, code compliance, inspections and product control, and sign up for announcements about building workshops.
Building Permits
Product Control Search
Click on **e-Permits (for Contractors)**
Click Submit to access site. It is the applicant’s responsibility to review and comply with the “Terms of Use” for the E-Permitting system.
A Tradesman number is required to create the password to access the e-Permitting system. If you do not know your contractor Tradesman number, please contact the Miami-Dade Contractor’s Section for assistance.
Contact Contractor’s Section for assistance with Tradesman Number.

Board and Code Administration Division
Board and Code Administration Division Director
Goodby, Michael
786-315-2509

Administrative Secretary
Pena, Mirtha
786-315-2509

Board Administration
Charles, Kathy
786-315-2573

Training and Certification Section
Vacant
786-315-2509

Contractor Licensing Section
Lezcano, Jose
786-315-2880

Product Control Section
Makar, Helmy
786-315-2590

Product Control / Quality Assurance
Secura, America
786-315-2594
Use forgot password feature, for the recovery of the applicant’s password. The retrieval information is provided by the applicant when the user profile is created.
The E-Permitting system provides terms of use and application instructions throughout the submittal process.
When using the E-Permitting system, please be aware of the information and instructions displayed to avoid errors in the permitting application process.
When using the “Add Permit Fees” screen, enter total square feet in each proposed roofing category. Do not use roofing squares (1 square = 100 ft²) or the number 1 in the # of Units field. This will result in the wrong permit fees being calculated.

Select the type and combinations of desired roof permit categories.
E-Permitting system’s Miami-Dade County Permit Application form. This online form does not require the homeowner’s signature.

However, all of the terms of use and application requirements of the E-Permitting system shall be complied with.
When completing the online form, a Miami-Dade County or State of Florida Roofing Contractor license number is entered to verify that the applicant’s license number and insurance coverage is current.
Informational messages are displayed throughout the submittal process, when incorrect or missing data is required to be entered into the form fields.
Applicant bonding information is not required to be provided in the online permit application form.

Verify correct roofing categories and total area of roofing (units) prior to submitting the application and accessing the next step of the E-Permitting process.
E-Permitting
Category 92 Low Slope
Built up Roofing (BUR)
Low slope Built up Roofing (BUR) form Category 92. Form fields labeled with an asterisk (*) are required to be completed by the applicant. Low slopes roofs are installed on structures with a roof slope of 2/12 or less.

A “W” process number is automatically generated by the e-Permitting system, and is unique to each submission. The job address and application dates are automatically populated in form fields as well. Rendered E-Permitting forms shall not be altered.
Yes/No compliance statements are included in the E-Permitting system, and must be agreed to by the applicant in order to proceed.

If the “No” button is selected twice, the application is automatically disapproved.
Clicking on Yes button indicates that the applicant agrees with the terms of use for this application.

The “agreed to” statements include roofing code requirements found in Chapter 15 of High Velocity Hurricane Zone (HVHZ) portions of the Florida Building Code (FBC).

When entering the job site roof slope, be aware that the system does not recognize fractions and will disapprove the submittal.

This is a common applicant error. Enter whole or decimal numbers into the slope field only.
Select roof deck type from the drop down field. The E-Permitting system is limited to installation of the built up roofs on plywood or wood plank roof decks only.

Select type of low slope built up roofing material to be installed.
Select a Low Slope BUR. These roof assemblies all have Miami-Dade County (MDC) Product Approvals. When installed these low slope roofs, shall comprise of all of the components and attachment methods for each listed approval. No substitutions of components will be allowed.

The design uplift pressure (psf) for each BUR corresponds to the field of the roof base-sheet attachment. This pattern is linked to attachment found in the MDC NOA for all of the listed BUR assemblies...
The base-sheet attachment pattern is used for the P1 field of the roof and is specific to each roof assembly and is listed in the MDC NOA for the “Low Slope BUR”.

Chapter 15 of the HVHZ portion of the Florida Building Code requires that the base-sheet be attached to the roof deck with corrosion resistant 1 1/4” ring shank nails and tin caps. Please note the prescriptive attachment of the base-sheet for the P2 perimeters and P3 corners zones of the BUR.
The E-Permitting system automatically links the type of low sloped roof and its P1 field of roof base-sheet attachment pattern for each approved BUR.

The P2 perimeters and P3 corners shall be attached per the prescriptive attachment pattern shown on the E-Permitting form.
### Select the type of drip edge material, thickness, and fastener type.

Select the type of drip edge material, thickness, and fastener type.

<table>
<thead>
<tr>
<th>Drip Edge Metal Type:</th>
<th>Fastener Type for Drip Edge Material Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galvanized Steel Metal</td>
<td>Stainless Steel Metal</td>
</tr>
<tr>
<td>Stainless Steel Metal</td>
<td>Aluminum Metal</td>
</tr>
<tr>
<td>Copper Metal</td>
<td>1 1/4&quot; R.S. Stainless Nails</td>
</tr>
</tbody>
</table>

Note, that the superscript links the type of material, compatible fastener type, and metal thickness for the drip edge metal in the proposed BUR roof.
System generated informational message requesting that the applicant provides the missing roof slope. Informational requests can be corrected without application being disapproved.

Invalid entries that do not comply with the E-Permitting system or Building Code requirements, and which are submitted twice will result in an automatically disapproved application.
The applicant is responsible for providing accurate information and complying with all agreed “Terms of Use” required by the E-Permitting system. Non-compliance can result in disapproved permit applications and rejected job site inspections. Review form prior to clicking on “All Entry Confirmed Button”.

Other alternate roof systems or methods of assessment not listed in this form, require submittal to the appropriate building department for review and approval. Mixed roof assemblies and roof assemblies with parapets walls requiring drainage information cannot be permitted using this system.

<table>
<thead>
<tr>
<th>Process Number:</th>
<th>W2018000787</th>
<th>Job Address: 6600 SW 97 Ave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Date:</td>
<td>06/06/2018</td>
<td></td>
</tr>
<tr>
<td>*Denotes require user input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Estimated Job Value:</td>
<td>$12000</td>
<td></td>
</tr>
</tbody>
</table>

The low slope Built-Up Roof (BUR) Assembly shall be installed in strict compliance with the HVIZ requirements of the Florida Building Code Chapter 16 and the applicable HVIZ Roofing Application Standards. Additionally, the proposed low slope BUR shall have a valid and current Miami-Dade County Product Control Approval. No materials from different manufacturers shall be mixed in the roof system.

* Agree ☐ No ☐ Yes

Does this roof assembly comply with the requirements for an UL Class “A” Fire rating, including incline limitation, listed components, and a fire barrier if required? Roof systems that exceed the slope limitation in the applicable Fire Listing will be disapproved and may require replacement in order to obtain a final approval.

* Agree ☐ No ☐ Yes

* Roof Slope: 25° 712° (Do not enter fractions)
  * Roof Mean Height: 12 ft
  * Deck Type: OSF *Plywood

* Type of Low Slope BUR Material:
  * SBM Modified Bitumen Membrane Initiated with Hot Asphalt

* Type of Low Slope BUR System:
  * W-2 CAP 15-1020.01 H01 Applied System B-1. Q-2 Class Basis Sheet: MVD Roofing (BUR) (as per)

* Field of Roof P(1) Base Sheet Attachment Fasten Per NRCC Design Pressure:
  * 1:14 H-8 nails & Caps 5/32" @ 8ips & 2 rows 9" on 9" on 9"

* Drip Edge Material Type:
  * Galvanized Sheet Metal

* Drip Edge Metal Size Thickness:
  * 3/8" Steel 26 Gauge

In addition to the Electronic Roof Permit forms, provide at the time of the first inspection the following documents:
1. A completed Section A & B page from the HVIZ Roof Permit form, including a roof plan showing all sections, dimensions and low slope areas.
2. A copy of the Current Miami-Dade County Product Approval: Provide Page 1, the Low Slope Assembly specifications page, and the limitation page(s).
3. A current copy of the Class “A” fire listing page for the proposed Roofing Assembly.
4. A completed copy of the Miami-Dade County’s Product Approval for Roofing Compositions.
5. Completed and applicable Hurricane Mitigation forms for Decking Attachment and Roof to Wall exemptions form.
6. A recorded copy of the Notice of Commencement: Forms 1, 4, and 5 will be collected by the Field Inspector to be placed on file with the Department.

[All Entry Confirmed]
Note the job site list of all required documents to be provided at the time of the first inspection.

In addition to the Electronic Roof Permit forms, provide at the time of the first inspection the following documents:
1. A completed Section A & B page from the HVHZ Roof Permit form, including a roof plan showing all sections, dimensions and low slope area.
2. A copy of the Current Miami-Dade County Product Approval: Provide Page 1, the Low Slope Assembly specifications page, and the limitation page(s).
3. A current copy of the Class “A” fire listing page for the proposed Roofing Assembly.
4. A completed copy of the Miami-Dade County Owner’s Notification form for Roofing Considerations.
5. Completed and applicable Hurricane Mitigation forms for Decking Attachment and Roof to Wall exemptions form.
6. A recorded copy of the Notice of Commencement.

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

Click on “All Entry Confirmed” to complete the permit submittal process.
System generated low slope BUR assembly detail which shows all required components and installation methods and materials. This detail is a part of the Category 92 Uniform Permit Form and is included with the job site documents.

Also included is the Classs “A” Fire Listing for this specific roof. Please note the incline shown, is the maximum roof slope this roof can be installed on. If the incline limitation is exceeded, then the roof installation will be rejected in the field.
It is recommended that applicants select the print and exit to pay later option. In this way the rendered ePermit documents can be reviewed for compliance with job site conditions and Building Code requirements.

If all documents are acceptable then the permit can then be paid for and issued.
E-Permitting

Category 95

Shingle Roofs
Enter the required permit application information marked with an asterisk * into the shingle permit form. Note the system generated error message. Only valid and current Miami-Dade County Product Control NOA’s will be accepted by the E-Permitting system. The application cannot proceed until a valid number is entered. Florida Building Code approvals are not accepted by the E-Permitting system.
Note system generated informational window which indicates that required information is missing from the submittal.
System error message, for shingle roofs the minimum slope is required to be 2/12.

Two submitted building code errors in the E-Permitting application will cause the permit application to be automatically disapproved.
For shingle roofs, the roof mean height is limited to 33 feet.

Two submitted building code errors in the E-Permitting application will cause the permit application to be automatically disapproved.
Provide the approximate roof size in the length and width fields. Estimated value is required to determine if a completed Notice of Commencement is required for jobs costing more than $2,500.00.

The prescriptive spacing refers to the underlayment attachment with a minimum 3/16” penetration of wood sheathing or plank using 1 ¼” ring shank nails and caps.

See RAS-115 Standard Procedures for Asphalt Shingle Installations found in the Test Protocols for the High Velocity Hurricane Zone (HVHZ) for additional information.

Fastener spacing for the attachment of the underlayment where architectural appearance of open beam ceilings is to be maintained using ⅜” ring shank nails is not included in the E-Permitting system.
Note: Permit applications that have been automatically rejected cannot be issued. In this case it is acceptable to re-apply and obtain a new “W” process number for web based permits. Only web based permits that have been issued are required to be closed with a final inspection.

An example of a code related rejection, would be an incorrect roof slope or roof mean height.

It is recommended that applicants select the print and exit to pay later option. In this way the rendered ePermit documents can be reviewed for compliance with job site conditions and Building Code requirements. If all documents are acceptable then the permit can then be paid for and issued.
E-Permitting
Category 107
Tile Roofs
Tile Roof permit fee screen. Always enter the total area of the roof or roof section in the form to avoid generating incorrect permit fees, which will result in additional fees being required to be paid.
Enter the required permit application information marked with an asterisk * into the tile permit form. Note system error message alerting the applicant to provide a valid MDC NOA. The E-Permitting system will not proceed until a valid MDC NOA number is entered.

NOA invalid or expired. Call the office of Permitting, Environment and Regulatory Affairs at (786)315-2880.

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

Confirm manufacturer is correct, revise NOA number if incorrect.
Once a valid NOA is accepted then select the tile attachment method. Tiles may be mechanically fastened, or adhered with mortar or adhesive. Adhered tiles require a MDC approval for that attachment method. Choose only one type of attachment method.
A current MDC NOA shall be provided at the job site for the material used to attach the mortar or adhesive set roof tiles.
Select the job site exposure category. The vast majority of roof permits will be issued using exposure category C in Miami-Dade County. The exposure category selected, will enable the E-Permitting system to automatically calculate the tile attachment design pressures required to be met for all roof zones. Roof uplift pressures used for the attachment calculations are found in the current version of RAS-127 Test Protocols for the High Velocity Hurricane Zones.

Enter Roof Mean Height (limited to 40’ maximum), roof slope and approximate size (width and length fields) for the proposed tile roof.
Select the type of base sheet to be installed. Note the prescriptive base-sheet attachment.
Existing roof top gas vent flue pipes cannot be replaced or repaired by Roofing Contractors. Gas vents are a life safety item and require a permit to replace or repair any component of that vent. Gas venting permits can only be obtained by Plumbing or Mechanical contractors, LPG or Natural Gas companies.

Roofing contractors can only seal the roof flange of the vent to prevent water intrusion. Prior to approving a roofing permit that has a roof top gas vent that has not been replaced or repaired, an inspection letter is required to be provided by an approved contractor or company stating that the existing gas vent flue pipe is properly installed and complies with the requirements of the Building Code.
Select the type of roof deck, the E-Permitting system only allows plywood or wood plank decks to be permitted.
Select the tile underlayment material (cap sheet) to be installed.

**TILE UNDERLayment SELECT ONE**

* ○ Prescriptive Tile Underlayment
  --- Select Prescriptive Tile Underlayment ---

* ○ Hot Mopped Tile Underlayment (HVHZ Product Approval Required)
  --- Select Hot Mopped Tile Underlayment ---

The hot mopped Tile Underlayment shall be installed in strict compliance with the requirement for installation over a base or anchor sheet, roof slope limitations requirements as specified in it’s HVHZ Product Approval.

I AGREE: ○ YES ○ NO

* ○ Self Adhered (S/A) Tile Underlayment (HVHZ Product Approval Required)
  --- Select Self Adhered Tile Underlayment ---

The S/A Tile Underlayment shall be installed in strict compliance with the requirement for installation over a base or anchor sheet, roof slope limitations, horizontal batten requirements, & exposure to weather limitations as specified in it’s HVHZ Product Approval.

I AGREE: ○ YES ○ NO
A prescriptive tile roof underlayment, includes a listed base-sheet and an approved # 90 cap sheet installed with hot asphalt.
Hot moped modified bitumen tile underlayments require a current MDC NOA. Provide the approval at the job site along with all of the required permit documents.
Self-Adhered tile underlayments require a current and valid MDC NOA. Provide the approval at the job site along with all of the required permit documents.

Self Adhered (S/A) Underlayment

| Self Adhered (S/A) Tile Underlayment (HVHZ Product Approval Required) |
|---|---|
| Select Self Adhered Tile Underlayment | --- |
| Select Self Adhered Tile Underlayment | --- |
| 11-1027.06 GAF-ELK UnderRoof 2 | --- |
| 12-0417.06 BORAL TileSeal | --- |
| 11-1229.01 POLYGLASS Polystick TU | --- |
| 11-1229.01 POLYGLASS Polystick TU Plus | --- |
| 11-1229.01 POLYGLASS Polystick Tile Pro | --- |
| 11-0912.04 TARCO Fast90 | --- |
| 11-0912.04 TARCO PS200 HT | --- |
| 11-1129.01 CERTAIN TEED SA Cap FR | --- |
| 11-1129.01 CERTAIN TEED DryRoof TU "Tiles installed w/ DOW Tile Bond only" | --- |
| 11-1110.12 NEI WeatherMaster TU Ultra | --- |
| 11-1110.12 NEI AC TileSeal Tile Udl. | --- |
| 11-1110.12 NEI WeatherlockSpeciality Metal &Tile | --- |
| 12-0309.03 OWENS CORNING Weatherlock Specialty Tile & Metal Udl. | --- |
| 11-1011.05 EAGLE Seal Underlayment | --- |
| 11-1206.04 SOPREMA Lastobond Tu "Use per NOA limitations" | --- |
| 09-1005.02 SOPREMA Colphene FR GR | --- |
| 10-0525.03 MFM STS Underlayment | --- |
| 11-0526.01NORDIC RoofAquaGuard MT-HT | --- |
The terms of use “I Agree Statement” must be agreed to by selecting the Yes Button in order to continue. If the NO Button is selected twice, then the permit application will automatically be disapproved.
Select the tile roof covering, the drip edge size and gauge, and the drip edge material type from each of the drop down fields.

Once the permit form is completed, submit by clicking on the “Application Completed” button. The E-Permitting system will automatically calculate the tile attachment and populate the required fields.
Note the terms of use statement for the self-adhered tile underlayment. All listed requirements shall be complied with in order to obtain the roof permit and to pass required job site inspections.

The application will be automatically rejected by the E-Permitting system, if the calculated attachment resistance is greater than the tile attachment resistance for roof tile as listed in its NOA.
Roof tiles can be adhered with mortar, two small patties, one medium patty, or one large adhesive patty. Based upon job site conditions, it may be required to change the adhesive patty size to meet uplift resistance pressures for all roof zones.

Note: That the calculated attachment resistance for all roof zones are LESS than the attachment resistance found in the Tile NOA.
Once all of the required permitting information for the application has been entered, click on the “Submit Review” Button to complete the E-Permitting submittal process and render the completed Electronic Uniform Roof Permit form for each roofing category.
The permit application has been approved and can be paid for at this time. It is recommended that applicants select the print and exit to pay later option. In this way the rendered ePermit documents can be reviewed for compliance with job site conditions and Building Code requirements. If all documents are acceptable then the permit can then be paid for and issued.

Once the permit is paid for the rendered documents cannot be changed, and a permit revision must be applied for to make changes to the approved roof assembly.
Note that the Contractor review is blank and has not been approved. All dispositions are required to be approved in order to pay for a permit. Ensure all licenses and insurance policies are current and are on file with Contractors section, in order to avoid permitting issues.
Once the credit card payment has been authorized and the receipt is generated, please make a copy of the receipt for your records. When the receipt screen is left, the receipt cannot be retrieved.
Use this link to print the permit card, and the Uniform Roofing Application forms.

Print completed roofing application forms for jobsite inspections.
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 anyone 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

- 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.
  o Category 92 Low Slope BUR including the system generated installation detail.
  o Category 95 Shingles
  o Category 107 Tile
• 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