



TOWN OF CUTLER BAY  
Department of Community Development  
Building Division  
(305) 234-4193

## RE-ROOFING PERMIT CHECKLIST

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- Permit Application**
- Owner-Builder Affidavit (if applicable) NOTE: Only shingle roofs and peel-and-stick are allowed as Owner-Builder permits.**
- Roofing Package (from contractor) (2 copies)**
- Notice of Acceptance (2 copies)**
- Up-Front Fee of \$130.00 (required for review)**



TOWN OF CUTLER BAY  
 Department of Community Development  
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|                  |
|------------------|
| Permit No: _____ |
| Address: _____   |

## OWNER-BUILDER DISCLOSURE STATEMENT

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You are applying for a building permit as an owner-builder. You should be advised of the following provisions and requirements that apply to owner-builders.

**Proof of Ownership:** Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, or a Miami-Dade County tax receipt statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

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**Property Information: (If the property is unaddressed, address must be assigned prior to permitting.)**

Property Address: \_\_\_\_\_

Folio No.: \_\_\_\_\_

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**Property Owner Information:**

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

Property Owner Telephone Number: \_\_\_\_\_

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**Owner's Certification:**

Furthermore, as an owner-builder, I hereby certify and state:

1. I understand that state law and County code requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the laws. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed by the state of Florida or Miami-Dade County and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build a one-story building or addition of not more than 500 square feet for commercial use or perform maintenance or repairs not to exceed \$5,000 on any building I own or lease. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 24-months of permit issuances, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption, and I will be subject to further enforcement action.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance. Anyone contracting, including labor, with me, verbally or in writing, who are not properly licensed may be subject to a fine of \$500 and or imprisonment for six months.

Permit No: \_\_\_\_\_

Address: \_\_\_\_\_

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board for more information about licensed contractors.
11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_.
12. I agree to notify Town of Cutler Bay Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required before the permit is issued.

**I, the owner of property located at address \_\_\_\_\_ do hereby certify that I maintain the level of competency and the knowledge of the Florida Building Code necessary to assume the scope of work identified by the permit I have applied for.** I will not undertake any work for which I do not feel I have sufficient competent knowledge of, and I will supervise all hired laborers, or hire licensed contractors. I have read the foregoing instructions and I am aware of my responsibilities and liabilities under my application for a building permit for construction work on the above-described property.

**State of Florida, Miami-Dade County**

\_\_\_\_\_  
Property Owner Signature

Print Name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Personally Known or ID: \_\_\_\_\_



**AFFIDAVIT OF COMPLIANCE WITH ROOF DECKING ATTACHMENT AND SECONDARY WATER BARRIER HURRICANE MITIGATION RETROFIT FOR EXISTING SITE-BUILT SINGLE FAMILY RESIDENTIAL STRUCTURES PURSUANT TO SECTION 553.844 F.S.**

To: Town of Cutler Bay Building Department  
10720 Caribbean Blvd. Suite 110  
Cutler Bay, FL 33189

Re: Owner's Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Roofing Permit Number: \_\_\_\_\_

Dear Building Official:

I \_\_\_\_\_, the qualifying agent for \_\_\_\_\_, certify that:

**The decking attachment and fasteners will be strengthened and corrected as required by the "Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single Family Structures" adopted by the Florida Building Commission by Rule 9B-3.047 F.A.C.**

A secondary water the roof barrier **will be** provided as required by the "Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single Family Structures" adopted by the Florida Building Commission by Rule 9B-3.047 F.A.C.

Qualifying Agent

\_\_\_\_\_  
Signature of Qualifying Agent

\_\_\_\_\_  
Print Name

STATE OF FLORIDA COUNTY OF MIAMI-DADE  
Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_ personally known  
\_\_\_\_ or Produced Identification

\_\_\_\_\_  
Signature of Public Notary (SEAL)

10720 Caribbean Blvd. Suite 110  
Cutler Bay, Florida 33189  
Phone (305) 305-234-4193  
Fax (305) 234-5873



**OWNER'S AFFIDAVIT OF EXEMPTION  
ROOF TO WALL CONNECTION HURRICANE MITIGATION RETROFIT FOR EXISTING  
SITE-BUILT SINGLE FAMILY RESIDENTIAL STRUCTURES PURSUANT TO SECTION  
553.844 F.S.**

To: Town of Cutler Bay Building Department  
10720 Caribbean Blvd. Suite 110  
Cutler Bay, FL 33189

Re: Owner's Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Roofing Permit Number: \_\_\_\_\_

Dear Building Official:

I \_\_\_\_\_ certify that I am the legal owner of the above referenced property and I am not required to retrofit the roof to wall connections of my building due to the fact that:

- The ad valorem taxation valuation, based on County records is less than \$300,000.00
- The property is not insured for more than \$300,000.00.
- The building was constructed in compliance with the provisions of the Florida Building Code (FBC) or with the provisions of the 1994 edition of the South Florida Building Code (1994 SFBC).

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name

STATE OF FLORIDA COUNTY OF MIAMI-DADE  
Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_ Personally known  
\_\_\_\_ or Produced Identification

\_\_\_\_\_  
Signature of Public Notary (SEAL)

10720 Caribbean Blvd. Suite 110  
Cutler Bay, Florida 33189  
Phone (305) 305-234-4193  
Fax (305) 234-5873

**Florida Building Code 8th Edition (2023)**

**High Velocity Hurricane Zone Uniform Roofing Application Form for Miami-Dade County**

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**INSTRUCTION PAGE**

**COMPLETE THE NECESSARY SECTIONS OF THE UNIFORM ROOFING PERMIT APPLICATION FORM AND ATTACH THE REQUIRED DOCUMENTS BELOW:**

| <b>Roof System</b>       | <b>Required Sections of the Permit Application Form</b> | <b>Attachments Required See List Below</b> |
|--------------------------|---|--|
| Low Slope Application    | A,B,C   | 1,2,3,4,5,6,7                              |
| Asphaltic Shingles       | A,B,D   | 1,2,4,5,6,7                                |
| Concrete or Clay Tile    | A,B,D,E   | 1,2,3,4,5,6,7                              |
| Metal Roofs              | A,B,D   | 1,2,3,4,5,6,7                              |
| Wood Shingles and Shakes | A,B,D   | 1,2,4,5,6,7                                |
| Other                    | As Applicable   | 1,2,3,4,5,6,7                              |

**ATTACHMENTS REQUIRED:**

|    |   |
|----|---|
| 1. | Fire Directory Listing Page   |
| 2. | From Product Approval:<br>Front Page<br>Specific System Description<br>Specific System Limitations<br>General Limitations<br>Applicable Detail Drawings |
| 3. | Design calculations per Chapter 16, or if applicable, RAS 127 or RAS 128  |
| 4. | Other Component Product Approval  |
| 5. | Municipal Permit Application  |
| 6. | Owner's Notification for Roofing Considerations (Reroofing Only)  |
| 7. | Any Required Roof Testing / Calculation Documentation   |

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**Section A (General Information)**

Master Permit Number: \_\_\_\_\_

Process Number: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

**ROOF CATEGORY**

- Low Slope
- Mechanically Fastened Tile
- Mortar / Adhesive Set Tile
- Asphaltic Shingles
- Metal Panel/ Shingles
- Wood Shingles / Shakes

**ROOF TYPE**

- New Roof
- Repair
- Maintenance
- Reroofing
- Recovering

**ROOF SYSTEM INFORMATION**

Low Slope Roof Area (ft<sup>2</sup>) \_\_\_\_\_ Steep Sloped Roof Area (ft<sup>2</sup>) \_\_\_\_\_ Total (ft<sup>2</sup>) \_\_\_\_\_

Are there gas vents on the roof?    Yes    No    If Yes what type?    Natural    LPX  
Is there an existing roof top Solar System?    Yes    No    If yes will it be reinstated?    Yes    No

**Section B (Roof Plan)**

Sketch Roof Plan: Illustrate all levels and sections, roof drains, scuppers, overflow scuppers and overflow drains. Include dimensions of sections and levels, clearly identify dimensions of elevated pressure zones and location of parapets.



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Section C (Low Sloped Roof Systems)

Fill in Specific Roof Assembly Components and Identify manufacturer

(If a component is not used, identify as "NA")

System Manufacturer: \_\_\_\_\_

Product Approval # \_\_\_\_\_

Design Wind Pressures, from RAS 128 or Calculations:

Zone 1': \_\_\_\_\_ Zone 1: \_\_\_\_\_ Zone 2: \_\_\_\_\_

Zone 3: \_\_\_\_\_

Max. Design Pressure, from the specific product approval system: \_\_\_\_\_

Deck Type: \_\_\_\_\_

Gauge / Thickness: \_\_\_\_\_

Slope: \_\_\_\_\_

Anchor/ Base Sheet & No. of Ply(s): \_\_\_\_\_

Anchor/ Base Sheet Fastener/ Bonding Material: \_\_\_\_\_

Insulation Base Layer: \_\_\_\_\_

Base Insulation Size and Thickness: \_\_\_\_\_

Base Insulation Fastener/ Bonding Material: \_\_\_\_\_

Top Insulation Layer: \_\_\_\_\_

Top Insulation Size and Thickness: \_\_\_\_\_

Top Insulation Fastener/Bonding Material: \_\_\_\_\_

Base Sheet(s) & No. of Ply(s): \_\_\_\_\_

Base Sheet Fastener/ Bonding Material: \_\_\_\_\_

Ply Sheet(s) and No. of Ply(s): \_\_\_\_\_

Ply Sheet Fastener/ Bonding Material: \_\_\_\_\_

Top Ply: \_\_\_\_\_

Top Ply Fastener/ Bonding Material: \_\_\_\_\_

Surfacing: \_\_\_\_\_

Fastener Spacing for Anchor/Base Sheet Attachment:

Zone 1' \_\_\_\_\_ " oc @ Laps, # Rows \_\_\_\_\_ @ \_\_\_\_\_ " oc

Zone 1 \_\_\_\_\_ " oc @ Laps, # Rows \_\_\_\_\_ @ \_\_\_\_\_ " oc

Zone 2 \_\_\_\_\_ " oc @ Laps # Rows \_\_\_\_\_ @ \_\_\_\_\_ " oc

Zone 3 \_\_\_\_\_ " oc @ Laps, # Rows \_\_\_\_\_ @ \_\_\_\_\_ " oc

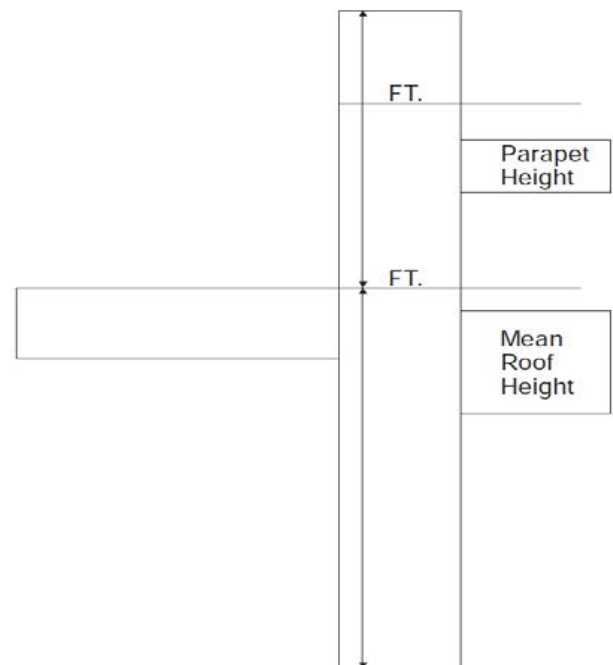
Number of Fasteners Per Insulation Board

Zone 1': \_\_\_\_\_ Zone1: \_\_\_\_\_ Zone 2: \_\_\_\_\_ Zone 3: \_\_\_\_\_

Illustrated Components Noted and Details as Applicable:

Woodblocking, Gutter, Edge Termination, Stripping, Flashing, Continuous Cleat, Cant Strip, Base Flashing, Counterflashing, Coping, Etc.

Indicate: Mean Roof Height, Parapet Height, Height Base Flashing, Component Material, Material Thickness, Fastener Type, Fastener Spacing or Submit Manufactures Details that Comply with RAS 111 and Chapter 16.





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**Section D (Steep Sloped Roof System)**

Roof System Manufacturer: \_\_\_\_\_

Product Control Number: \_\_\_\_\_

Minimum Design Wind Pressures, From Applicable RAS 127 Table or Calculations:

Zone1: \_\_\_\_\_ Zone 2: \_\_\_\_\_ Zone3: \_\_\_\_\_

Slope Range:     $\geq 2:12$  to  $\leq 4:12$      $> 4:12$  to  $\leq 6:12$      $> 6:12$  to  $\leq 12:12$

Roof Shape:    All Hip Roof    Gable Roof or Partial Gable/Hip Roof

Deck Type:

Underlayment Type:

Roof Slope:  
\_\_\_\_\_: 12

Insulation:

Fire Barrier:

Ridge Ventilation?  
\_\_\_\_\_

Fastener Type & Spacing:

Cap Sheet Type:

Mean Roof Height: \_\_\_\_\_

Cap Sheet Attachment:

Roof Covering:

Drip Edge Type & Size:

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**Section E (Tile Calculations)**

For Moment based tile systems, choose Method 1. Compare the values for  $M_r$  with the values from  $M_f$ . If the  $M_f$  values are greater than or equal to the  $M_r$  values for each area of the roof, then the tile attachment method is acceptable.

**Method 1\* " Moment Based Tile Calculations per RAS 127"**

*Enter positive uplift pressures when using this table*

( Zone 1: \_\_\_\_\_ x  $\lambda$  \_\_\_\_\_ = \_\_\_\_\_ ) –  $M_g$ : \_\_\_\_\_ =  $M_{r1}$  \_\_\_\_\_ Product Approval  $M_f$ : \_\_\_\_\_

( Zone 2: \_\_\_\_\_ x  $\lambda$  \_\_\_\_\_ = \_\_\_\_\_ ) –  $M_g$ : \_\_\_\_\_ =  $M_{r2e}$  \_\_\_\_\_ Product Approval  $M_f$ : \_\_\_\_\_

( Zone 3: \_\_\_\_\_ x  $\lambda$  \_\_\_\_\_ = \_\_\_\_\_ ) –  $M_g$ : \_\_\_\_\_ =  $M_{r2n}$  \_\_\_\_\_ Product Approval  $M_f$ : \_\_\_\_\_

**Tile attachment method:**

**Alternate Tile attachment method :**

**\*Method 2 "Simplified Tile Calculations" only applicable in Broward County.**

For Uplift Based tile systems use Method 3. Compare the values for  $F'$  with the values for  $F_r$ . If the  $F'$  values are greater than or equal to the  $F_r$  values for each area of the roof, then the tile attachment method is acceptable.

**Method 3\* "Uplift Based Tile Calculations per RAS 127"**

(Zone 1: \_\_\_\_\_ x L = \_\_\_\_\_ x W = \_\_\_\_\_ ) – ( w ) x  $\cos \theta$  \_\_\_\_\_ ) =  $F_{r1}$  \_\_\_\_\_ Product Approval  $F'$ : \_\_\_\_\_

(Zone 2: \_\_\_\_\_ x L = \_\_\_\_\_ x W = \_\_\_\_\_ ) – ( w ) x  $\cos \theta$  \_\_\_\_\_ ) =  $F_{r2}$  \_\_\_\_\_ Product Approval  $F'$ : \_\_\_\_\_

(Zone 3: \_\_\_\_\_ x L = \_\_\_\_\_ x W = \_\_\_\_\_ ) – ( w ) x  $\cos \theta$  \_\_\_\_\_ ) =  $F_{r3}$  \_\_\_\_\_ Product Approval  $F'$ : \_\_\_\_\_

| <b>Where to obtain information</b> |                   |  |
|------------------------------------|-------------------|--|
| <b>Description</b>                 | <b>Symbol</b>     | <b>Where to Find</b>   |
| Design Pressure                    | Zones 1, 2, & 3   | From the applicable Table in RAS- 127 or be an engineering analysis prepared by a PE based upon ASCE 7 |
| Mean Roof Height                   | H                 | Job Site   |
| Roof Slope                         | $\theta$          | Job Site   |
| Aerodynamic Multiplier             | $\lambda$         | Product Approval / Notice of Acceptance  |
| Restoring Moment due to Gravity    | $M_g$             | Product Approval / Notice of Acceptance  |
| Attachment Resistance              | $M_f$             | Product Approval / Notice of Acceptance  |
| Required Moment Resistance         | $M_r$             | Calculated   |
| Minimum Attachment Resistance      | $F'$              | Product Approval / Notice of Acceptance  |
| Required Uplift Resistance         | $F_r$             | Calculated   |
| Average Tile Weight                | w                 | Product Approval / Notice of Acceptance  |
| Tile Dimensions                    | L=Length W= Width | Product Approval / Notice of Acceptance  |

All calculations must be submitted to the Building Official at the time of permit application.