



Community Development Department
Building Division
 10770 West Oakland Park Boulevard · Sunrise, FL 33351
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Roof / Re-roof Application Checklist

Application Requirements
<p>A. Licensed Contractors. State of Florida or Broward County licensed contractors properly registered in the Community Development - Building Division. Contractors shall provide all required applications properly signed and notarized.</p> <p>B. Owner/Builder (only applicable for single family homes, townhomes, and duplexes). Permit can be issued to owner/builder as per the following requirements:</p> <ul style="list-style-type: none"> - Proof of ownership (Recorded warranty deed, tax statement, settlement statement). - Completed Owner Builder Affidavit. This must be completed in the presence of the Building Division Staff and must be notarized by a Permit Service Specialist.
Required Documents
<ul style="list-style-type: none"> <input type="checkbox"/> Completed Broward County Uniform Building Permit Application and City of Sunrise Structural Addendum. Please make sure the application and City of Sunrise Addendum are completely filled out, including the <i>job description, total estimated value, and all contact emails.</i> <input type="checkbox"/> Owner / Builder Affidavit. The owner must be present with this form to allow staff to witness and notarize the owner's signature. (Only required if application is by owner) <input type="checkbox"/> Two (2) sets of a HVHZ Uniform Roof Permit Application – Follow the instructions on 1st page of the HVHZ Uniform roof application, completely fill out all required sections & supply all required attachments <input type="checkbox"/> Two (2) Sets of Product Approvals for all roof products. Product Approvals may be Florida Product Approvals or a Miami-Dade County Notice of Acceptance (N.O.A.). Must include any roof covering materials & any products being installed on roof, such as attic vents, skylights,...etc <input type="checkbox"/> Statement of Responsibilities Regarding Asbestos - Broward County's Asbestos Code requires that a Statement of Responsibilities Regarding Asbestos (SRRA) is obtained before commencing work on demolition or renovation projects, including re-roofs. <input type="checkbox"/> Notice of Commencement: As per Florida Statutes 713.13, a Recorded Notice of Commencement is required when construction, renovation, alterations values exceed \$2,500. This subsection does not apply to a direct contract to repair or replace an existing heating or air-conditioning system in an amount less than \$7,500. Construction cost (Including labor & material) will be based on contract signed by both parties (owner & contractor) and/or as determined by the Building Official (FBC 109.3).
Structures with an insured value or tax assessor building value (if not insured) of \$300,000.00 or more
<ul style="list-style-type: none"> <input type="checkbox"/> Hurricane Mitigation Affidavit – Prescriptive Method: Florida Existing Building Code 706.8 requires when a roof covering on an existing structure with a sawn lumber, wood plank or wood structural panel roof deck is removed and replaced on a building that is located in the wind-borne debris region as defined in the <i>Florida Building Code, Building</i> and that has an insured value of \$300,000 or more or, if the building is uninsured or for which documentation of insured value is not presented, has a just valuation for the structure for purposes of ad valorem taxation of \$300,000 or more: (a) Roof to wall connections shall be improved as required by Section 706.8.1. or (B) Mandated retrofits of the roof-to-wall connection shall not be required beyond a 15 percent increase in the cost of reroofing. When this condition applies to your permit the included Broward County prescriptive form for compliance shall be included.

This permit type (Residential only) can be submitted electronically on our Customer Self Service portal at:
<http://sunrisefl.gov/openforbusiness>