



City of Cape Canaveral
100 Polk Avenue, Cape Canaveral, FL 32920
Phone (321) 868-1220
www.cityofcapecanaveral.org/permits/

ROOFING PERMIT REQUIREMENTS

Contractor: _____ Phone: _____

Job Address: _____

Work Description: _____

Required Items:

1. Roof pitch (slope: _____ in 12.
2. Roofing Type: Area Weight/Specs Manufacturer Deck Insulation
 - a. Shingle: _____ sq. _____ _____ _____
 - b. Tile: _____ sq. _____ _____ _____
 - c. Built-up: _____ sq. _____ _____ _____
 - d. Single-ply: _____ sq. _____ _____ _____
 - e. Other type: _____ sq. _____ _____ _____

Informational Notes from the Florida Building Code:

1. Roofing shall be applied in accordance with the Florida Building Code current edition, and the Manufacturer’s current published application instructions.
2. The entire City of Cape Canaveral is designated to be in the 150 mph wind zone, exposure category “C”. All types of roofing shall be installed in accordance with the manufacturer’s specifications: Approved N.O.A.
3. Any damaged or rotted sheathing or fascia shall be replaced. All plywood ribs shall be 24” min. width per FBC. Table 2304.7(3). Replaced plywood will need to be clipped or blocked.
4. Underlayment for shingle roofing for slopes less than 4:12 down to 2:12 shall be two (2) layers of asphalt saturated felts applied in double coverage, or a self-adhering polymer modified bituminous sheet.
5. Re-Roofing (recovering) may be applied over only one (1) existing layer of sound roofing materials for a maximum total of two (2) layers.
6. If you have a flat roof (no slope), you must provide positive roof drainage (no ponding of water after 48 hours) at the time of re-roofing.
7. A copy of the Roofing Specifications shall be kept at the job site along with the permit card at all times while the permit is active. The permit card shall be conspicuously displayed and protected from the weather.
8. Inspections: (1) Sheathing; (2) Dry-In (drip eave/valley flashing/vents); (3) Final.

Informational Notes from the Cape Canaveral Building Department:

1. Re-roofing will need to comply with the Hurricane Mitigation Retrofit Requirements. Contact the Building Department for more information.
2. During the dry-in phase, all roof openings (vents, skylights, etc.) shall be marked and protected from falling danger. Failure to provide fall protection is a violation of OSHA requirements and subject to fines.
3. Many peel and seal underlayments have restrictions as to how long they can be exposed to sunlight.
4. We don't want to slow down any re-roofing work waiting for an inspection. Schedule roofing inspections one day ahead, so the inspector can see the roof covering installation while still in-progress.
5. Contractor must supply an extension ladder for all inspections.
6. An in-progress inspection is necessary for all re-roofs which have concealed fasters (e.g. tile, metal).
7. Contractor must provide a ladder for inspections.
8. A final inspection is required when the job is complete.
9. No construction noise is allowed on Sundays and holidays (Ord. 34-154).

Contractor's Signature: _____ Date: _____