



CITY OF
MARATHON, FLORIDA
 Building Department

Roofing Building Permit Application Packet

Please fill out completely.

Note: ALL OWNER BUILDERS MUST APPLY IN PERSON (F.S.489.103 (7))

Project #: _____ Date: _____

Property Owner's Name: _____

Owner's Mailing Address: _____

Phone: _____ Email: _____

Owner of Land (if different than owner of improvements): _____

Land Owner's Mailing Address:
 (Notarized Permission Letter Required) _____

Street Address of Proposed Construction: _____

RE#: _____

Accurate Description of Work: _____

Is fill to be added to this property: Y N List Amount of Material (in cubic yards): _____

Square Feet of Structure Being Altered or Constructed: _____ Percent of Entire Structure: _____ %

Linear Footage of Work Being Altered or Constructed: _____

Total Project Contract Cost: \$ _____

Construction Debris Will Be Removed by: Applicant or Specialty Contractor

Agents Name: _____

Agents Address: _____

Phone: _____ Email: _____

Contractor's Name: _____

Contractor's Address: _____

Phone: _____ Email: _____

Subcontractors to Be Used:

Electrical: _____

Plumbing: _____

Mechanical: _____

Roofing: _____

Required Notifications

In addition to the requirements of this permit, there may be DEED RESTRICTIONS and/or additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies or federal agencies.”

If asbestos is present Contractors / Owner Builders shall inform the Department of Environmental Protection at 305-289-2310 and comply with Florida Statute 469.003. For all renovation or demolition work an asbestos affidavit is required to be signed and notarized.

The following statement 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. The applicant promises in good faith that the following statement will be delivered to the person whose property is subject to attachment.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND FILED IN THE CITY OF MARATHON BUILDING DEPARTMENT BEFORE THE FIRST INSPECTION.

Applicants Affidavit: I hereby certify that I have read and examined this application and know that same to be true and correct and that all work will be done in compliance with all applicable laws regulating construction and zoning. All provisions of laws and ordinances governing this type work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any local, state or federal laws regulating construction or the performance of construction.

Applicants

Owner (Please Print) Contractor (Please Print)

Signature Signature

Date: _____ Date: _____

If cost of work exceeds \$2500.00 (or in the case of replacement mechanical work the cost of work exceeds \$7,500) the owner must co-sign the application;
Notary as to Owner

NOTARY STATE OF FLORIDA, COUNTY OF MONROE	
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification.	
_____ Signature of Notary Public – State of Florida	_____ My commission Expires:

Notary as to Contractor

NOTARY STATE OF FLORIDA, COUNTY OF MONROE	
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification.	
_____ Signature of Notary Public – State of Florida	_____ My commission Expires:

AUTHORITY HAVING JURISDICTION, APPROVED FOR ISSUANCE OF PERMIT

Initial: _____ Date: _____

CITY OF MARATHON BUILDING DEPARTMENT

9805 Overseas Highway, Marathon, FL 33050

Phone (305) 743-0033 | Fax (305) 743-3667 | www.ci.marathon.fl.us/government/building/

Required Owner’s Notification for Roofing Considerations

It is the responsibility of the roofing contractor to provide the owner with the required roofing permit, and to explain to the owner the content of this section. The provisions of Chapter 15 of the *Florida Building Code, Building* govern the minimum requirements and standards of the industry for roofing system installations. Additionally, the following items should be addressed as part of the agreement between the owner and the contractor. The owner’s initial in the adjacent box indicated that the item has been explained.

_____ **1. Aesthetics-Workmanship:** The provisions of Chapter 15 of the Florida Building code are for the purpose of providing that the roofing system meets the wind resistance and water intrusion performance standards. Aesthetics (appearance) issues are not a consideration with respect to workmanship provisions. Aesthetic issues such as color or architectural appearance, that are not part of a zoning code, should be addressed as part of the agreement between the owner and the contractor.

_____ **2. Re-nailing Wood Decks:** When replacing roofing, the existing wood roof deck may have to be re-nailed in accordance with the current provisions of the Hurricane Retro-fit Manual and the Florida Building Code. (The roof deck is usually concealed prior to removing the existing roof system).

_____ **3. Common Roofs:** Common roofs are those which have no visible delineation between neighboring units (i.e. townhouses, condominiums, etc.). In buildings with common roofs, the roofing contractor and/or owner should notify the occupants of adjacent units of roofing work to be performed.

_____ **4. Exposed Ceilings:** Exposed, open beam ceilings where the underside of the roof decking can be viewed from below, may be penetrated by roofing nails. The owner may wish to maintain the architectural appearance; therefore, roofing nail penetrations of the underside of the decking may not be acceptable. The Florida Building Code provides the option of maintaining this appearance through the use of alternate materials. This should be addressed as part of the agreement between the owner and the contractor.

_____ **5. Ponding Water:** The current roof system and/or deck of the building may not drain well and may cause water to pond (accumulate) in low-lying areas of the roof. Ponding can be an indication of structural distress and may require the review of a professional structural engineer. Ponding may shorten the life expectancy and performance of the new roofing system. Ponding conditions may not be evident until the original roofing system is removed. Ponding conditions should be corrected.

_____ **6. Overflow Scuppers (wall outlets):** It is required that rain water flow off so that the roof is not overloaded from a build-up of water. Perimeter/edge walls or other roof extensions may block this discharge if overflow scuppers (wall outlets) are not provided. It may be necessary to install overflow scuppers in accordance with the Florida Building Code, Plumbing.

_____ **7. Ventilation:** Most roof structures should have some ability to vent natural airflow through the interior of the structural assembly (the building itself). The existing amount of attic ventilation shall not be reduced. It may be beneficial to consider additional venting which can result in extending the service life of the roof.

Owner (Please Print)

Contractor (Please Print)

Signature

Signature

Date: _____

Date: _____

Property Address: _____

Permit Number: _____

CITY OF MARATHON BUILDING DEPARTMENT

9805 Overseas Highway, Marathon, FL 33050

Phone (305) 743-0033 | Fax (305) 743-3667 | www.ci.marathon.fl.us/government/building/



CITY OF **MARATHON**, FLORIDA
Building Department

For ALL Single Family Residence Roof Deck Nailing

Permit# _____

Roof Deck Nailing
Inspection Affidavit # 1A
To Be Submitted Before Final Inspection

I _____, licensed a(n) Contractor Engineer Architect
(Please Print Name) Check License Type

License #: _____

On or about _____, I did personally inspect the roof deck nailing work located at:
(Date and Time)

Job Site Address: _____

Based upon that examination I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 FS.)

Name (Please Print)

Signature

Date

NOTARY STATE OF FLORIDA, COUNTY OF MONROE	
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by	
_____ who is personally known or who produced	
_____ for identification.	
_____ Signature of Notary Public – State of Florida	_____ My commission Expires:

*General, Building Residential or Roofing Contractor or any individual certified under 468 F.S. to make such an inspection. Include photographs of each plane of the roof with the permit # or address # clearly shown marked on the deck for each inspection.

CITY OF MARATHON BUILDING DEPARTMENT



CITY OF
MARATHON, FLORIDA
Building Department

For ALL Single Family Residence Secondary Water Barrier

Permit# _____

**Secondary Water Barrier
Inspection Affidavit # 1B**
To Be Submitted Before Final Inspection

I _____, licensed a(n) Contractor Engineer Architect
(Please Print Name) Check License Type

License #: _____

On or about _____, I did personally inspect the roof secondary water barrier work at:
(Date and Time)

Job Site Address: _____

Based upon that examination I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 FS.)

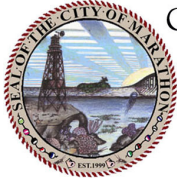
Name (Please Print)

Signature

Date

NOTARY STATE OF FLORIDA, COUNTY OF MONROE	
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification.	
_____ Signature of Notary Public – State of Florida	_____ My commission Expires:

*General, Building Residential or Roofing Contractor or any individual certified under 468 F.S. to make such an inspection. Include photographs of each plane of the roof with the permit # or address # clearly shown marked on the deck for each inspection.



CITY OF **MARATHON**, FLORIDA
Building Department

Roof to Wall Connection Report

Applies to Single Family Residential Re-Roof Projects on structures with an insured or appraised value of over \$300,000

Inspectors Name: _____

License#: _____

Property Address: _____

Inspection Date: _____

Property Owner(s): _____

Type of Roofing covering system(s): _____

**PHOTOGRAPHS OF THE HOUSE
AND ROOF TO WALL
CONNECTIONS ARE REQUIRED TO BE
SUBMITTED WITH THIS REPORT**

I have inspected the roof cover of the building located at the above reference address and the following was noted (check one)

- 1. The roof to wall connections meets required uplift capacities listed in table 201.3 of the manual.
- 2. Deficiencies requiring correction are present.

List all deficiencies on a separate piece of paper along; include photos of the building and connections.

I certify that I have no ownership, financial or business interest in the property, which is the subject of this inspection report. In addition, I certify that I do not have a contract purchase offer on the property. Further, I certify that I am not related by blood or consanguinity to the owner or any individual employed by the above named contractor and have had no past or present financial or business dealings with the owner or roofing contractor. Finally, I certify that I have never been an employee or unpaid consultant of the owner or above named roofing contractor:

**NOTARY STATE OF FLORIDA,
COUNTY OF MONROE**

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by _____ who is personally known or who produced _____ for identification.

Signature of Notary Public – State of Florida

My commission Expires:



CITY OF
MARATHON, FLORIDA
Building Department

**Affidavit of Compliance with Roof to Wall Connection Hurricane Mitigation
Retrofit for Existing Site-Built Single Family Residential Structures
Pursuant to Section 553844 F.S.**

Permit# _____

To: The City of Marathon, Building Department
9805 Overseas Hwy
Marathon, FL 33050

Re: _____
Owner's Name

Property Address: _____

Roofing Permit Number: _____

Dear Building Official:

I _____, certify that I have improved the roof to wall connections of the referenced property as required by the Manual of Hurricane Mitigation Retrofits for Existing Site-Built Single Family Residential Structures as adopted by the Florida Building Commission by Rule 9B-3.047 F.A.C

Signature

Qualifying Agent, Engineer, Architect, General, Building or Residential Contractor
(Please Print)

Date

NOTARY STATE OF FLORIDA, COUNTY OF MONROE	
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by	
_____ who is personally known or who produced	
_____ for identification.	
_____ Signature of Notary Public – State of Florida	_____ My commission Expires:



CITY OF **MARATHON**, FLORIDA
Building Department

Roof Dry-In Affidavit

Permit# _____

*** The intent of this roof dry-in affidavit is to assist in the protection of the structures contents from water damage in the event that a roof dry-in inspection cannot be made in a timely fashion due to emergency repairs. This affidavit does not take the place of the required dry-in inspection but can be used in conjunction with the inspection. The contractor is required to call in the inspection on the day it will be ready, and the inspector will make an in progress inspection of the dry-in, if possible. In cases where this inspection is not possible, the Building Official will accept this affidavit along with photos of the dry-in and sheathing repair for the portion of the roof already covered. This affidavit can only be used for re-roof and is not applicable to new construction for tile roofs.

I _____, licensed a(n) Contractor Engineer Architect
(Please Print Name) Check License Type

License #: _____

On or about _____, I did personally inspect the roof underlayment work at:
(Date and Time)

Job Site Address: _____

Based upon that examination I have determined the installation was done according to the information provided in the manufacturers' installation guidelines and the requirements of the Florida Building Code.

Signature

Qualifying Agent, Engineer, Architect, General, Building or Residential Contractor
(Please Print)

Date

NOTARY STATE OF FLORIDA, COUNTY OF MONROE	
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____, by	
_____ who is personally known or who produced	
_____ for identification.	
_____ Signature of Notary Public – State of Florida	_____ My commission Expires:

*General, Building Residential or Roofing Contractor or any individual certified under 468 F.S. to make such an inspection. Include photographs of each plane of the roof with the permit # or address # clearly shown marked on the deck for each inspection.