



## CITY OF WINTER SPRINGS

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Winter Springs, FL 32708  
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### WINTER SPRINGS ROOFING GUIDELINES

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**CODE:** Florida Building, Existing Building and Residential Code

**EDITION:** 5<sup>th</sup> EDITION 2014 & effective December 31, 2017 the 6<sup>th</sup> EDITION 2017

**ISSUE:** To establish procedures for inspection of composite shingle re-roof work on One and Two Family Dwellings and Townhouses in Winter Springs.

#### **PERMIT EXEMPTION THRESHOLD FOR RE-ROOF WORK:**

Re-Roof work consisting of less than 100 square foot of work shall not require a permit. However, all work involving contracting between a homeowner and a third party shall be with a state licensed or registered contractor. This permitting threshold exemption does not and should not be construed to authorize unlicensed contracting.

#### **INSPECTIONS:**

The inspector may require an additional intermediate inspection between the In-Progress and the Roof Final inspection if sufficient work is not complete at the time of the Dry-In or In-Progress inspection. The inspector may require the removal of some underlayment in order to confirm deck nailing.

#### **ROOF ACCESS:**

A ladder must be provided by the contractor or owner/builder per Florida Building Code FBC 110.1 to allow the inspector access to the roof for each inspection. Failure to provide access to roof will result in a failed inspection and a re-inspection fee assessed.

#### **INSPECTIONS FOR OWNER/BUILDERS CONDUCTING RE-ROOF WORK:**

- 1) Roof Decking Inspection (100% sheathing completed with deck nailing per FBC-EB 708.7.1)\*
- 2) Dry-in Inspection (100% installation of underlayment, flashing and drip edge)\*
  - \*The Roof Decking and the Dry-in inspection can be scheduled at the same time.
  - \*Shingle installation up to 25% is recommended to allow inspection of shingle nailing and compensate for bad weather.
- 3) Roof Final Inspection (All work completed, dumpster removed, jobsite clean and clear of all tools)  
If additional inspections are needed, these will be communicated to the owner/builder at the time of permit issuance by the Building Division.

#### **INSPECTIONS FOR LICENSED CONTRACTORS:**

- 1) In-Progress Inspection (100% sheathing completed with deck nailing per FBC-EB 708.7.1; 100% installation of underlayment, flashing and drip edge)
  - \*Shingle installation up to 25% is recommended to allow inspection of shingle nailing and compensate for bad weather.
- 2) Roof Final Inspection (All work completed, dumpster removed, jobsite clean and clear of all tools)

**AFFIDAVIT (LICENSED CONTRACTOR INSTALLATIONS):**

The Building Division requires a DECK NAILING AFFIDAVIT to be completed by the license holder attesting to the code compliance of all or a specific portion of the work. The affidavit will need to be on the jobsite prior to the In-Progress inspection.

**APPLICATION SUBMITTAL - Permit Forms Webpage**

- 1) Application for Building Permit – Roof
- 2) Winter Springs Product Approval Form
- 3) Contractor Registration if new or update license and insurance

Email to: [customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)

**ONLINE PAYMENTS**

Request to be added to Winter Springs Building Division online payments system at 407-327-6562

**ONLINE INSPECTION SCHEDULING**

Request Inspections online – [Inspection Request](#)

**REQUIRED ON JOBSITE:**

- 1) Roof Permit
- 2) Inspection Card
- 3) Deck Nail Affidavit (Licensed Contractors)
- 4) Winter Springs Product Approval Form
- 5) Florida Product Approval – all roof materials
- 6) Product Installation Instructions

**INSPECTION RESULTS:**

- 1) If you are a registered user of our online payment system the inspection result will be automatically emailed to your inbox after the inspection is completed.
- 2) eSuite Permits – [Inspection Result Webpage](#)