

# Roof

## **Permitting Documents:**

- Permit Application Form

## **Plan Review Documents:**

- Product N.O.A. or P.A. for proposed roofing materials Where the N.O.A. or P.A. documentation contains more than one system, the specific system(s) proposed for installation shall be indicated (yellow highlighter).
- Site Plan or aerial showing location of proposed work for commercial and multifamily. This is also required for a single-family home with more than one structure on the property.

## **Regulations & Information:**

1. Engineered drawings must be provided to address the additional gravity loading when changing roof type from shakes, shingles or metal to tile.
2. For the R-1-15A Zoning District (Port Royal) deed restrictions prohibit the installation of metal roof systems. Contractors should contact the Port Royal Owners Association (239)261-6472 for approval prior to permitting.
3. Commercial and/or substantial change may require DRB.
4. If the job site is located within an AE, AH, or VE Zone, additional information may be required, including but not limited to a FEMA Form, a current Elevation Certificate and contracts/bids (Additions/Alterations Form for Structures located below the Base Flood Elevation).
5. In all zone districts except C3, C4 and I, heating, ventilating and air conditioning equipment and ductwork and the like located on building rooftops shall be shielded from ground level view within 1,000 feet of the building. If shielding cannot be accomplished by judicious placement of the equipment, ornamental screening visually compatible with the building is required.
6. Where new or replacement stands for A/C Condensing units are proposed, roof permits will go through the plan review process. Site specific signed and sealed plans will be required detailing attachment method of stands. Where stands for A/C condensing units are proposed and for all Multi-Family and Commercial projects, all roof covering, and equipment stand product approvals will be reviewed. All proposed roof covering systems and components shall satisfy the design pressure requirements for all roof zones in keeping with ASCE 7 requirements.
7. All proposed roof covering systems and components shall satisfy the design pressure requirements for all ASCE 7 roof zones. Provide product approval evaluation and installation documents for all roof covering materials and pre-engineered equipment stands. Site specific designed and constructed equipment stands, and structural roof repairs or alterations require construction details prepared by a design professional.

## **Fees:**

The fee for this permit is \$8.00 per square. The minimum fee shall be \$100.00. Initial Required Building & Fire Code Inspections: \$35.00 each inspection.

Building Permit Fee Schedule-Muni Code- Appendix A 16-52

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**General Permitting Information:**

1. All permit applications must be submitted electronically through the City of Naples public portal.
2. Other supporting documents including but not limited to, variances, conditional use permits, DRB approvals and GDSP's etc., may be required based on scope of work and location of the jobsite.
3. If ownership of the property has recently changed a recorded Warranty Deed must be submitted.
4. Owner Builder must sign an affidavit.
5. Private Provider projects must submit Notice to Building Official.
6. Drawings prepared by an Engineer require a 3<sup>rd</sup> Party verifiable digital signature. All other design professionals may self-sign.
7. Projects west of the Coastal Construction Control Line (CCCL) may require prior approval from DEP and the City of Naples Natural Resource Manager.
8. Bald Eagle Nesting season occurs October 1st through May 15th. It is illegal to disturb nesting Bald Eagles. Contractors must comply with all requirements of the U.S. Bald & Golden Eagle Protection Act.
9. If the scope of work includes the planting of trees and shrubs, alterations to or construction of any driveways or driveway aprons, or any other work in the City Right of Way (ROW), a right of way permit application must be submitted, and the \$150 Right-of-Way fee will be required prior to review.
10. If a new driveway is proposed, or an existing driveway will be altered, a driveway permit application will be required as well as a driveway diagram form.
11. All work performed in a Multi-Family building required an approval letter from the HOA.
12. An approved Tree Alteration Permit is required before altering, trimming, disturbing, or removing any city tree per Muni Code Chapter 38.
13. Check/verify deed restrictions based on location of the jobsite, association approval may be required.
14. Call 48 hours before you dig. Call Sunshine 1-800-432-4770. It's the Law in Florida.
15. Copies of plans approved by the City of Naples must be available to the inspector at all job sites when requesting inspections.
16. All Contractor Licensing registration for the City of Naples is maintained by Collier County Contractor Licensing. To register or update license/insurance information, please contact them at (239) 252-2431.
17. It is the responsibility of the contractor to obtain a Certificate of Occupancy or a Certificate of Completion by contacting the Building Department once all final inspections are complete.