



CITY OF DESTIN

BUILDING DIVISION

ROOF PERMIT REQUIREMENTS

Mandatory Inspections and Documents for all residential and commercial roofs to include new construction, re-roof, and roof-over – effective for all roof permits issued on or after January 13, 2025

I. RE-ROOF AND ROOF OVER (to be completed by roofer):

STEP 1 – Residential and Commercial

Request In-Progress inspection

STEP 2 – Residential and Commercial

Submit Clear Photos to show the following (please submit only one of each of the required photos and include the address on the photo):

- Nail pattern for roof sheathing – with tape measure so distance can be determined
- Nail pattern for underlayment - with tape measure so distance can be determined
- Drip edge nailing and/or flashing and overlap - with tape measure so distance can be determined
- Drip edge roof cement sealant
- Roof covering installation (shingles, bitumen, metal, tile, etc.) with tape measure so distance can be determined

AND (Residential Only)

- Submit Affidavit (single affidavit document for both sheathing nail-off and final)

STEP 3 – Residential and Commercial

Request Final inspection. Final inspection will not be performed until all photos and affidavit have been *received* and *approved*.

II. NEW CONSTRUCTION ROOF ONLY:

- Final inspection (requested by the builder). No additional documents or photos required. Permit will be closed upon issuance of CO for the new structure.

III. IMPORTANT INFORMATION:

- Permit will not be closed until required photos and affidavit are received and approved. If the permit is not closed, be aware that this may result in additional fees.
- The Affidavit document noted above is available through the *City of Destin website, Documents and Forms/Community Development/Building and Permits/Miscellaneous Forms*.
- Staging plans are NOT required for roof permit application.



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Roof Affidavit (re-roof or roof-over)

Permit # _____

I, _____ licensed as a(n) Contractor*/Engineer/Architect,
(Print name and circle license type) FS 468 Building Inspector*

License # _____

on or about _____, did personally inspect the new roof, re-roof, or roof-over

to include the roof to wall connections, roof deck nailing and/or secondary water barrier for
(Date & Time)

work performed at _____

Based upon that examination I hereby certify that the work was completed per the Manufacturer's installation instructions and the current Florida Building Code and the installation was done according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 F.S.) *Note: If the house value is \$300,000 or more, an additional affidavit from a structural contractor, engineer, or architect is required for roof to wall connections.*

Signature Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence ___ or online notarization __, this ___ day of _____, 20___,

By: _____
(Print name)

Personally known ___ OR Produced Identification _____

Notary Signature Seal:

* General, Building, Residential, or Roofing Contractor or any individual certified under 468 F.S. to make such an inspection.