



New Roofing Scope of Work

Leesburg Building Division

FBC 8th Ed' (2023)

204 N. 5th Street, PO Box 490630, Leesburg, FL 34749

Phone (352)728-9735

Website www.LeesburgFlorida.gov

Permit: _____

Date: _____

Job Address: _____

Structure: Single-Family Residence/Townhouse Mobile Home Commercial/Condominium

Re-Roof Type: Re-cover (New Roof over Existing Roof)* Replacement - Tear off & Replace Existing

* NOTE: A city pre-inspection is required.

Job Description: _____ Roof Sq.Ft.: _____

Special Notes: _____

Roof Deck/Sheathing: _____ Purlins: _____

Note: Sheathing shall be re-nailed for any detached Single-Family home built prior to March 1, 2002.
Nailing should be equivalent to # 8d no more than 6" on center. Per FBCEB 706.7.1 & T706.7.1.2

Underlayment: ASTM D1970 Self-Adhere Strips ASTM D1970 AAMA 711 strip tape 2 layers 2 synthetic layers

Slope of Roof: Less than 2:12 (No shingle application allowed) 2:12 – 4:12 4:12 or greater

Ventilation: Turbines qty _____ Off-ridge Vent qty _____ Powered Vent qty _____

Ridge Vent length _____ Other / Unvented: _____

Flashing: Use existing Repair Existing flashing Replace all Flashing

Replace w/L-Flashing Replace w/Step Flashing

Drip Edge: Use Existing Repair Existing Drip edge Replace All Drip Edge

Valley Treatment Use Existing valley New Metal New Mineral Surface

Type of Roof & Florida Product Approval numbers: EPDM - Hypalon or PVC One ply FL# _____

Coating Only FL# _____ Smooth Surfaced Built-up FL# _____

Underlayment FL# _____ Built-up with Aggregate FL# _____

Fiberglass Shingle FL# _____ Tile FL# _____

Wood Shingle or Shake FL# _____ Metal – Direct attachment FL# _____

Modified Bitumen FL# _____ Metal with Purlins FL# _____

INSPECTION OPTIONS: (Note: Roof-over pre-inspection and All Final Inspections to be done by City Inspector)

RESIDENTIAL ONLY Engineer to complete the following affidavit and photographs as listed:

RESIDENTIAL ONLY Contractor to complete the following affidavit and photographs as listed:

RESIDENTIAL ONLY FS468 Inspector (private provider) to complete the following affidavit with photographs as listed

OWNER BUILDER/RESIDENTIAL/ALL COMMERCIAL: Visual Inspection at each stage (3 days minimum)

Note: The following information is required on site for final inspection:

1. This scope of work form with the signed and notarized roofing affidavit included.
2. The following information may be uploaded to the permit site OR printed and kept on site: Florida product approval installation instructions, current master filed systems or site-specific engineering for all products used on the job.
3. Digital photos may be combined and uploaded to your online account (save as a pdf.) OR color printed and left on site with permit documents.

NOTE: All the documents will become part of the inspection record. On-site inspections, per Florida Building Code 110, may be required by the Building Division to verify Code compliance.