

	<p style="text-align: center;"><b>Charlotte County</b>  <b>Community Development Department</b>          Building Construction Services Building          18400 Murdock Circle          Port Charlotte, FL 33948-1074          Phone: 941.743.1201   Zoning: 941.743.1964          E-mail: <a href="mailto:BuildingConstruction@CharlotteCountyFL.gov">BuildingConstruction@CharlotteCountyFL.gov</a>  <a href="http://www.CharlotteCountyFL.gov">www.CharlotteCountyFL.gov</a></p>	<p style="text-align: center;">Revised 09/2025</p>
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**Top 10 Residential Roof Permit Application Mistakes**

#	Mistake	Solution
[ ] 1.	<b>Wind Zone</b> not indicated on application form.	Choose either 150 or 160 mph Wind Zone for homes based upon the county GIS system. Homes in Charlotte County are designated Risk Category 2. <b>See Note 1 on page 2.</b>
[ ] 2.	<b>Exposure</b> category not indicated on application form.	Choose category "C" unless the home is located within 600 feet of a major body of water (i.e. Peace River, Charlotte Harbor, Gulf of Mexico, Myakka River, etc.) then must choose category "D."
[ ] 3.	<b>Building Use</b> not indicated on application form.	Specify "Residential" on the form.
[ ] 4.	<b>Type of Roof Modification</b> requested not indicated on application form.	Choose one of the following: a). Roof Replacement (i.e. removal of existing & replacing with new); b) Roof Recover (single layer only to remain a shingle roof); and, c) Roof Repair (no size limitation).
[ ] 5.	<b>Mean Roof Height</b> not indicated on application form	Choose 15 feet if single floor/slab at grade. Choose 30 feet if two-story or elevated foundation.
[ ] 6.	<b>Roof Deck Type &amp; Thickness</b> not indicated on application form.	Choose ½" plywood as most homes have this; don't state just "wood".
[ ] 7.	<b>Roof Slope</b> not indicated on application form.	Slope has a major impact upon Wind Pressure & Design Standards (e.g. 4/12 = 4" rise in 12" run).
[ ] 8.	<b>Quantity of Material</b> not indicated on application form (i.e. in # of squares; 1 square = 100 sq. ft.).	This information is used to validate the area to be under construction.
[ ] 9.	<b>Roof Sketch or Plan</b> not drawn or indicated in the space provided on application form.	May be hand drawn or use an enlarged copy from county's GIS. If scope of work is not the whole roof, highlight the proposed scope of work areas.
[ ] 10.	<p><b>Underlayment Product Approval #'s</b> not indicated on form. <b>See Note 2 on page 2</b>, for State of Florida FL#'s. <b>See Note 3 on page 2</b>, for Miami-Dade County NOA#'s. If "peel &amp; stick," use FL approval not NOA as NOA will require additional information.</p> <p><b>Roof Covering Product Approval #'s</b> not indicated on form. <b>See Note 2 on page 2</b>, for State of Florida FL#'s. <b>See Note 3 on page 2</b>, for Miami-Dade County NOA#'s.</p>	Cannot mix product approval sources (i.e. use a State of Florida Product Approval with a Miami-Dade County Notice of Approval; must use same approval source for both underlayment & roof covering).

(See Page 2 for Notes)

**Notes:**

1. **Wind Zone Determination** - go here: <https://www.charlottecountyfl.gov/gis/> for the county's GIS site. Select "Enter Mapping Site" in the center of the page. Agree to the "Disclaimer Terms" by selecting "OK." In the lower left portion of the page are search options. Choose your option (e.g. by address). A window will pop up in the lower right corner to add the search data. Select the "Submit" button. A window will pop up & the property account number will be displayed. Click on the account number & a map will be displayed. Click on the blue "I" icon in the far left column below the county seal & then click on the red highlighted property. A blue pop up window called "Identify Results" will be displayed in the lower right hand corner of the page. Scroll down to the Risk Categories & choose the Wind Speed listed for Risk Category 2 (homes) for the property.
2. **Florida Product Approvals** - go here: [https://floridabuilding.org/pr/pr\\_app\\_srch.aspx](https://floridabuilding.org/pr/pr_app_srch.aspx) to search the Florida Building Commission's Product Approval (FL #'s) web site.
3. **Miami-Dade County Product Approvals** - go here: [http://www.miamidade.gov/building/pc-search\\_app.asp](http://www.miamidade.gov/building/pc-search_app.asp) to search the Miami-Dade County Product Approval (NOA #'s) web site.
4. **Low slope product approvals** usually include underlayment as a part of the design. It is not independent of roof covering product approval. Indicate the specific system number & confirm that it meets or exceeds the required minimum design standards.