

ROOF-OVER SYSTEMS FOR MOBILE HOMES

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in .pdf format to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: **Residential Alteration**

1. Site Information [<Survey>](#)

- a. Copy of survey **REQUIRED**, if land is owned individually
If owned by the park, use a typical mobile home layout available at the Building Department
 - Indicate location of roof over _____
 - Setbacks from roof over to property line _____
 - Overhang to be a maximum of 2' 6" into setback _____

2. Plans [<Building Plans>](#)

- a. Signed & sealed with names/address of Architect and Engineers _____
- b. Plans must state design parameters compliance with current FBC & ASCE and shall include:
 - Typical section and details _____
 - Roof plan (Roofing is under separate permit) _____
- c. Manufacturer and Engineer signed/sealed truss layout due with application for plan review, if applicable _____

NOTE: Truss engineering (cut sheets) to be on jobsite for inspection

3. Supporting Documents [<Supporting Docs>](#)

- a. Dated Letter of Approval from Mobile Home Park owner _____

4. Product Approval [<NOA>](#)

- a. Product approvals shall be signed by designer
(**MUST** be on jobsite for inspection) _____
- b. Provide Product Approvals as required
 - State of Florida Product Approval with installation instructions engineered plans
(Be sure to mark the **EXACT** product number) _____
 - Miami-Dade Notice of Acceptance (NOA) with installation instructions _____
- c. Information required from product approval:
 - **ALL** project specific details shall be Identified/Marked/Circled on product Approval Installation Instructions _____

IMPORTANT NOTICE

IF RESIDENT LIVES IN DEED RESTRICTED COMMUNITY

**PLEASE CONTACT HOA TO DETERMINE IF ASSOCIATION APPROVAL IS REQUIRED
TOJ BUILDING DEPARTMENT CANNOT ENFORCE ASSOCIATION REGULATIONS**