

## Effective December 1, 2019

### Attention Roofing Contractors:

For all **Commercial Roofs and Re-Roofs**, please use the Commercial Reroof-Supplement form when submitting for a permit.

A Commercial Roof In-Progress inspection (B167) will be required. Note, a signed and notarized Commercial Dry-In Affidavit will also be required to be onsite for Final Roof inspection.

For all **Residential Roofs and Re-Roofs**, please use the Residential Reroof-Supplement form when submitting for a permit.

A Residential Roof In-Progress inspection (B168) will be required. Note, a signed and notarized Residential Dry-In Affidavit will also be required to be onsite for the Final Roof inspection.

All required forms are available online on Seminole County Building Division's [Forms and Application Page](#).

# Attention Roofing Contractors:

## COMMERCIAL B167 Roof In-Progress Guideline

1. A MINIMUM of 50% of the roof must be properly dried-in and flashed at the time of the inspection. This inspection covers the code requirements for the installation of the underlayment, flashing, drip, valley linings and roof deck insulation.
2. A MAXIMUM of 50% of the roof is allowed to have the replacement roof covering installed at your own risk, prior to this Inspection. In addition, at least one valley must remain open, leaving the underlayment and valley liner exposed for the inspection.
3. The product approvals and the installation instructions for all of the materials used for the re-roof, must be on site for all of the inspections.
4. The roofing contractor or their representative is required to be onsite for the in-progress inspection, prepared to expose areas if necessary for the code compliance inspection.
5. Contractor shall provide access to multi story roofs for all inspections. If ladder is used, it needs to extend three feet above roof deck, be set at the proper angle and be properly tied off.

All contractors are encouraged to go online to:

<https://egov.seminolecountyfl.gov/Click2GovBP/ScheduleInspections.jsp>

At this webpage you can schedule your inspection. On the day of your inspection, as early as 7:00am, you can look up your inspection to find your assigned Inspector and their phone number.

You can call them for an estimated time of arrival to your site.

### **PLEASE NOTE:**

**A COMPLETED, NOTARIZED, COMMERCIAL ROOF IN-PROGRESS AFFIDAVIT  
MUST BE ONSITE AT THE TIME OF THE FINAL INSPECTION**

# **Attention Roofing Contractors:**

## **RESIDENTIAL B168 Roof in Progress Guideline.**

1. A MINIMUM of 50% of the roof must be properly dried-in and flashed at the time of the inspection. This inspection covers the code requirements for the installation of the underlayment, flashing, drip, valley linings and deck re-nailing where required by code.
2. A MAXIMUM of 50% of the roof is allowed to have the replacement shingles installed at your own risk, prior to this Inspection. In addition, at least one valley must remain open, leaving the underlayment and valley liner exposed for the inspection.
3. The product approvals and the installation instructions for all of the materials used for the re-roof, must be on site for all of the inspections.
4. The roofing contractor or their representative is required to be onsite for the in-progress inspection, prepared to expose areas if necessary for the code compliance inspection.
5. Contractor shall provide access to multi story roofs for all inspections. If ladder is used, it needs to extend three feet above roof deck, be set at the proper angle and be properly tied off.

All contractors are encouraged to go online to:

<https://egov.seminolecountyfl.gov/Click2GovBP/ScheduleInspections.jsp>

At this webpage you can schedule your inspection. On the day of your inspection, as early as 7:00am, you can look up your inspection to find your assigned Inspector and their phone number.

You can call them for an estimated time of arrival to your site.

### **PLEASE NOTE:**

**A COMPLETED, NOTARIZED, RESIDENTIAL ROOF IN-PROGRESS AFFIDAVIT  
MUST BE ONSITE AT THE TIME OF THE FINAL INSPECTION**