

In effect since 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 that a signed and notarized **Commercial Dry-In Affidavit** will also be required to be on-site for the 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 that a signed and notarized **Residential Dry-In Affidavit** will also be required to be on-site 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 appropriately 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 before 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 installation instructions for all materials used for the re-roof must be on-site for all inspections.
4. The roofing contractor or their representative must be on-site for the in-progress inspection and prepared to expose areas, if necessary, for the code compliance inspection.
5. The contractor shall provide access to multi-story roofs for all inspections. If the ladder is used, it needs to extend three feet above the roof deck, be set at the proper angle, and be appropriately tied off.

All contractors are encouraged to go online to:

[Click2Gov Building Permit - Select Permit \(aspgov.com\)](https://www.click2gov.com/BuildingPermit/SelectPermit.aspx)

You can schedule your inspection on the [Building Permits Online portal](#) until 11 p.m. the day before your inspection request. On the day of your inspection, as early as 7:00 a.m., 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 at 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 appropriately dried in and flashed at the time of the inspection. This inspection covers the code requirements for installing 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 before 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 installation instructions for all the materials used for the re-roof must be on-site for all the inspections.
4. The roofing contractor or their representative must be on-site for the in-progress inspection and prepared to expose areas, if necessary, for the code compliance inspection.
5. The contractor shall provide access to multi-story roofs for all inspections. If a ladder is used, it needs to extend three feet above the roof deck, be set at the proper angle, and be properly tied off.

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PLEASE NOTE:

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