

New Re-Roof Inspection Process

In-progress Inspection:

- This is to be scheduled for the time when your team will have all the existing roof system(s) removed, all roof sheathing re-nailed (as applicable), and all flashing and underlayment installed. The goal is to see this work prior to covering up with roof finish materials, but no more than 35% of the final materials may be installed.
- There may be instances where multiple in-progress inspections would be required. If this is a large roof system, such as a large commercial flat roof system. These systems are historically installed in "phases" so to eliminate any weather impacts to the building's interior. Two or more in-progress inspections would be necessary to ensure the inspection staff can view all required elements to insure code compliancy. Please coordinate with your inspector to ensure the number of in-progress inspections so all parties are on the same page. Additionally for tile roof systems that implement a "slip sheet" method, the proper installation of that slip sheet must be confirmed as that is the base holding the final layer of self-adhering membrane.

NOTE: The current Re-Roof Supplement Form is no longer required. Only copies of the applicable Florida Product Approvals and Install Guidelines, and/or NOAs are required.

Field Changes: If there is a different roofing product utilized, other than one announced at permit submission, the applicable Florida Product Approval and Install Guidelines, and/or NOA must be onsite at time of In-Progress inspection. The inspector will review, and if compliant with the currently enforced FBC cycle the work will be inspected per the new information. The new product information will be taken by my inspection staff as part of the new permit record on that project.

Roof Final:

- To be scheduled when all work is completed, and fully compliant with the applicable codes.
- Must have the following onsite no later than final inspection:
 - o Nail-off affidavit, signed and notarized. This is to confirm the nail-off has been completed, if applicable, and to assist in potentially not having to open at dry-in to confirm. We are updating our current re-roof affidavits to more closely line up with this confirmation.
 - o Pictures of in-progress. This requirement is to assist your team and the inspector. We all know how Florida's weather is, and the inspection staff can never guarantee they will be onsite in time to beat that weather. The In-Progress inspection is required, but by requiring this pictures to be present, it will assist the inspector in confirming code compliancy with elements that they have not be seen previously observed. Understand, pictures are not a replacement for the required In-progress inspection. NOTE: any discrepancies, code compliance matters noticed in the pictures will result in a failed inspection, and all work noted must be remediated.

It is also required to have copies of the applicable Florida Product approvals and installation guidelines for all roofing materials that were approved under your permit, onsite for all inspections.

Communication is the key to any project. To determine who your inspector will be please call 407-665-7050 (starting at 7:30am each business morning) or by visiting the Building Permits Online portal (<https://semc-egov.aspgov.com/Click2GovBP/index.html>). Please reach out to them to understand where your project may be on their schedule.