

RE-ROOF PERMITS- One and Two Family Structures
EFFECTIVE IMMEDIATELY

To streamline and improve Re-Roof permit processing, the Building Division will implement the following procedures, which are effective immediately.

All One and Two family re-roof permits that replace like-kind materials on existing roofs will **NOT** require a plan review and will be issued over the counter after fees are paid. (Example Shingle/Shingle, Tile/Tile, Metal/Metal).

If the roof covering materials are proposed to be changed, an **expedited zoning plan review MAY BE** required.

The **Inspection Process** will be as follows:

1. RE-ROOFING Affidavit will be accepted for Roof Sheathing/Deck Nailing and Roof to Wall Connections **ONLY**
 - a. This can be submitted to the permitting office but **must** be onsite during the Roof Dry-In inspection
2. All permits will have two inspections.
 - Roof Dry-In
 - Roof In Progress-Hip and Ridge
 - a. Both inspections can be scheduled for the same day
 - i. Roof Dry-In **MUST** be 100% complete
 - ii. Roof covering **MUST** have at least 25% but not more than 75% completed
 - b. Product approval for all components **MUST** be onsite for ALL inspections
 - c. Secured access ladder **MUST** be provided for the inspector
3. No Final inspection is required
 - i. The permit will be closed once the Roof In Progress/Hip and Ridge is approved
4. Jobsites **MUST** be cleaned of debris and construction materials after Jobsite completion; If not completed Code Enforcement will inspect for a possible Code violation.

NOTE: All other roof types will follow the same inspection process but may still require plan review. Please contact our office at **1-941-575-3324** with any questions.