



## EFFECTIVE IMMEDIATELY

To streamline and improve Re-Roof permit processing, the Building Division will implement the following procedures

AFFIDAVITS IN LIEU OF MISSED INSPECTIONS BY A DESIGN PROFESSIONAL ARE NOT ACCEPTED, unless approved in advance by the Building Official

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 on-site during the Roof Dry-In inspection
2. All permits will have **Three inspections.**
  - Roof Dry-In
  - Roof In Progress-Hip and Ridge
  - Roof Final
3. **Both Roof Dry-In and Roof In Progress-Hip and Ridge 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**
  - iii. **ALL INSPECTIONS WILL BE PERFORMED NEXT BUSINESS DAY**
4. **Product approval** for all components **MUST** be on-site for ALL inspections
5. Secured access ladder **MUST** be provided for the inspector

The **Roof-Final** inspection is the final roof inspection.

- i. The permit will be closed once the **Roof-Final** is approved

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.

**TO SCHEDULE INSPECTIONS CALL OUR INSPECTION HOTLINE AT 941-575-3327.**