



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 maybe** required. If there are other open permits, an **expedited Flood Plan Review maybe** 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 **Two inspections.**
 - **Roof Dry-In**
 - **Roof Final**
3. **Roof Dry-In inspections can be scheduled for the same day as long as scheduled by 6 am day of.**
 - i. **Roof Dry-In MUST be 100% complete, not loaded and no covering installed.**
 - ii. **Roof-Final inspection is the final roof inspection, must be 100% complete and all debris removed.**
3. **Product approval** for all components **MUST** be on-site for ALL inspections
4. Secured access ladder **MUST** be provided for the inspector

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 or online through Click to Gov.