Single Family Re-Roofing Inspection Protocol

Flat Roof

1. Tin Cap shall be inspected along with Mop on the same day. For large roofs that will not be completed on the same day, call for additional inspection every second day.
2. Final Inspection – Call for Final after the roof is completed and site is clean.

Shingle Sloped Roof

1. Roof to wall connection certificate/Affidavit for work executed under separate Permit shall be on site (unless included in the Permit document).
2. Tin Cap Inspection – Call for inspection once the tin cap is completed.
3. Secondary Water Barrier Inspection is required or a certificate to be provided prior to Shingle in Progress inspection, in duplicate (signed and notarized).
4. Shingle in Progress inspection is required once you start laying shingles (to verify that shingles are installed correctly before work is completed). Shingle in Progress can be called along with Tin Cap if starter corner is displayed.
5. Final Inspection – Inspection required when the roof is completed and site is clean.

Metal Roof

1. Roof to wall connection certificate/Affidavit for work executed under separate Permit shall be on site (unless included in the Permit document).
2. Tin Cap Inspection – Call for inspection once the tin cap is completed.
3. Renailing Affidavit shall be on site at time of inspection (signed and notarized).
4. Fire Barrier Inspection – Call for inspection during or when fire membrane is installed.
5. Metal Panels in Progress inspection is required once you start laying metal panels (to verify that panels are installed correctly before work is completed).
6. Final Inspection – Inspection required when the roof is completed and site is clean.

Tile Roof

1. Roof to wall connection certificate/Affidavit for work executed under separate shall be on site (unless included in the Permit document).
2. Tin Cap Inspection – Call for inspection once the tin cap is completed.
3. Mop in Progress Inspection – Call for inspection during mop (hot, cold, or self-adhesive membrane).
4. Tile in Progress inspection is required once you start laying tiles (to verify that tiles are installed correctly before work is completed). Foam installation requires a certified foam operator on roof during installation.
5. For tiles attached with mortar or adhesive, pull test results shall be on site before calling for Final Inspection.
6. Final Inspection required when the roof is completed and site is clean.

Note: Permit and Approved Plans shall be on site properly displayed, visible from the public road.
Ladders shall be installed in a safe location, must meet OSHA requirements, and be three feet above roof surface and secured at the roof level to avoid accidents.
Photos are for record only and do not substitute physical inspection.

Roofing Permit Requirements

New Roof

1. Permit Application.
2. Two (2) identical sets of: a) High Velocity Hurricane Zone Uniform Permit Application form; b) Two (2) sets of Product Approval (NOA) with applicable sections highlighted.
3. Homeowners Association Affidavit/Approval (if required).
4. Notice of Commencement recorded with Broward County.

Reroofing Single Family

1. Permit Application.
2. Two (2) identical sets of High Velocity Hurricane Zone Uniform Permit Application form and two (2) sets of Product Approval (NOA) with applicable sections highlighted.
3. Homeowners Association Affidavit/Approval (if required).
4. Notice of Commencement recorded with Broward County.
5. Statement of Responsibilities Regarding Asbestos form (if applicable).
6. Single Family Reroofing Affidavits to be competed as follows:
   a. Complete job address and verify value of the property by providing the Ad Valorem taxation or copy of insured value. If property value is $300,000 or less proceed to "d" below.
   b. If property value is more than $300,000 submit Roof to Wall connections Certificate prepared by Florida Registered Engineer, Architect, Licensed General Contractor, Building Contractor, Residential Contractor, or Certified Structural Inspector under FS 468. If the building complies to the requirements of the prescriptive sections 201.3.1 to 201.3.4, proceed to "d" below.
   c. If Roof to Wall connections do not comply, a Registered Engineer or Architect shall specify the repair work required complying with table 201.3 and a Licensed General, Building, or Residential Contractor shall apply for a Permit to do the required repairs. Repair Permit and Roof Permit shall be applied for as a package.
   d. The Roof Permit Application shall be submitted to the Building Department.
   e. Prior to any inspection, proof of Roof to Wall Connection (if applicable) must be submitted to the Building Department.