

## Attention:

### Building and Roofing Contractors

#### Re-Roof and Roof Repair Inspection Requirements

**Re-Roof** – complete replacement of roofing material

##### 1<sup>st</sup> Inspection/Dry-in requirements

- Permit and Product Approval on site
- Provide pictures of the roof sheathing after old underlayment material has been removed. The pictures shall clearly show the project address and also show a scale reference(tape measure) indicating nail spacing
- A copy of the nail off affidavit on site.
- All underlayment, flashing, and drip edge shall be installed.

##### 2<sup>nd</sup> Inspection/Final requirements

- Roof completed and all debris and dumpster removed.

**Roof Repair** – replacement of up to twenty-five (25) per cent of the total roof area

##### 1<sup>st</sup> Inspection / Final requirements

- Permit and Product Approval on site.
- Provide pictures of roof dry-in.
- Roof completed and all debris and dumpster removed.

**Roof Recover** – Installation of new shingle roof over one layer of existing shingles

##### 1<sup>st</sup> Inspection / Pre-inspection requirements

- An inspection is required by City Building Inspection prior to the permit being issued to determine condition of roof and if a re-cover is allowable.

##### 2<sup>nd</sup> Inspection / Final requirements

- Permit and Product Approval on site.
- Roof completed and all debris and dumpster removed.