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BUILDING DIVISION

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To All Roofing Contractors:

Subject: Re-Roofing Inspection Procedures

In line with the requirements of the Florida Building Code, the Polk County Building Division has put in place the following procedures for Re-Roof inspections.

1. *In-Progress Roof Dry-In/Flash Inspection (Code 119)*

Contractors are responsible for scheduling an In-Progress Inspection (Code 119) for the day when roofing work is going to be done on all re-roofs. **There are no exceptions.**

For the In-Progress Inspection the permit card and the manufacturer's installation instructions for all roofing materials are required to be on the job site.

Failure to schedule the In-Progress Roof Dry-In/ Flashing Inspection will result in a Red Tag and a citation and fine.

2. *Roofing Final Inspection (Code 981)*

Contractors are responsible for scheduling a Roofing Final Inspection (Code 981) when the roof job is complete.

For the Final Inspection the permit card, the manufacturer's installation instructions for all roofing materials and a completed Re-Roof Affidavit will now be required to be on the job site on all re-roofs. (New requirement) Affidavits are to –

- a. **Be on the County Re-Roof Affidavit form. (New requirement)** This letter and the affidavit form can be found at <http://www.polk-county.net/boccsite/Reading-Room/Building/Inspections/>
- b. Accurately reflect the installation and demonstrate how the roof was installed to meet the Florida Building Code and manufacture's installation instructions
- c. Be dated for the day on which the roof work was completed
- d. Be signed by the licensed qualifier and notarized **(New requirement)**

Failure to have a properly completed Re-Roof Affidavit on the job site for the Roofing Final Inspection will result in a Red Tag.

It is our hope that this will help clarify the County's Re-Roof Inspection Procedure.

Sincerely,

Jim Legee
Polk County Building Official

COMMONLY ASKED QUESTIONS

1. When should I call for the Re-roof In-Progress Inspection?
You can call any time before 6:00 AM on the day you are actually going to do the work to schedule the In-Progress Inspection (Code 119).
2. Can I only call for the Roof Final Inspections and have a properly filled out affidavit?
No, you must schedule the In-Progress Inspection (Code 119) for the day the work is being done. If only the Final Inspection is scheduled the inspector will fail the Final and issue you a red tag and a citation and fine will be issued.
3. Can I schedule the In-Progress Inspection and the Final Inspection at the same time?
No, you must schedule the In-Progress Inspection (Code 119) for the day the work is being done. If both inspections are called in at the same time the inspector will fail the Final and issue you a red tag and a citation and fine will be issued.
4. What should we do if we are going to start and finish the roof work over a weekend or on a day the Building Division is closed?
You still need to call the automated inspection line the day before you plan to start the job and schedule the In-Progress Inspection (Code 119). Although the system will schedule the inspection for the next county work day, our system will reflect the date and time you called allowing the inspector to know when you called for the In-Progress inspection. Then schedule the Final Inspection after you have finished to job.
5. What happens if we schedule the In-Progress Inspection for the day the roof work is being done and the inspector arrives and we have just started the roof work?
The inspector will examine what has been done and if he does not see any problems he will pass the In-Progress Inspection with a note that properly filled out affidavit will be on site for the final inspection.
6. What happens if we schedule the In-Progress Inspection for the day the roof work is being done and the inspector arrives and we are almost done or have finished the roof work?
The inspector will examine what has been done and if he does not see any problems he will pass the In-Progress Inspection with a note that properly filled out affidavit will be on site for the final inspection.
7. What happens if there is no affidavit or it is not properly filled out when the inspector arrives for the Final Inspection?
The inspector will fail the Final and issue you a red tag.
8. Do we need to call for the In-Progress inspection when the new shingles are being placed directly over the old shingle?
Yes, you must schedule the In-Progress Inspection (Code 119) for the day the work will be done.
9. Does this re-roof procedure apply to roof overs?
If the new roof is less than 3 inches in height above the existing roof you will have to call for an In-Progress Inspection (Code 119) and have a properly filled out affidavit on site for the Final Inspection. If the new roof is 3 inches or higher above the existing roof this re-roof procedure does not apply.

**Note: Re-roofs over 3 inches in height above the existing roof are considered a structural change and require engineered plans and a contractor license that can do building structural work.*