



## **Re-Roof Guidelines**

### **Residential: We will require the following inspections:**

- Nail off affidavit will need to be completed and onsite by the roof final inspection. If you are signed up on our CPSS site, you may digitally submit this form prior to the scheduling of the final inspection.
- In progress pictures, the pictures will be of the deck nailing, install of the underlayment, flashing, and drip edge. They will need to reference the permit #, or address in the photos. These will need to present for roof final inspection, these will be reviewed and any discrepancies will result in a failed inspection. This step is to allow the re-roof to continue and not be held up due to timing of inspection verses the possibility of inclement weather.
- We will still require an in-progress inspection. This inspection should be set when the complete roof has been removed, all re-nail has been completed, underlayment installed, all flashing and drip edge installed, and no more than 25% of the shingles have been installed. As we know this can be tough to time out, but between this and the other two required items will allow for proper accounting of the code issues we must confirm.
- Final inspection, all work completed, all debris removed from site, nail off affidavit provided, pictures provided.

### **Commercial: We will require the following inspections:**

- In progress pictures, the pictures will be of any insulation install and fastening, flashing, drip edge, etc..... They will need to reference the permit #, or address in the photos. These will need to present for roof final inspection, these will be reviewed and any discrepancies will result in a failed inspection. This step is to allow the re-roof to continue and not be held up due to timing of inspection verses the possibility of inclement weather.
- In progress inspection, this inspections is to be scheduled after the old roof has been removed, and they are reinstalling the new materials. Depending on size of roof system, one or more in-progress inspection may be necessary to properly inspect system. You will be notified by the inspector if further in-progress inspection will be required.
- Final inspection, all work completed, all debris removed from site, and pictures provided. As we know, any commercial roof system fastening was and engineered idea, at time of install. The code does not require any re-nail of these system, if applicable so affidavit will be required.