



## Roofing Inspection Procedures

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

**1. In-Progress Roof Dry-In/Flash Inspection:**

- Contractors are responsible for scheduling an In-Progress Inspection for the day when roofing work is going to be done on all 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:**

- Contractors are responsible for scheduling a Roofing Final Inspection 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 Roof Affidavit will now be required to be on the job site on all roofs. Affidavits are to:
  - a. Be on the **Polk County Roof Affidavit form**. This form can be found at: [www.polkfl.gov/permitting](http://www.polkfl.gov/permitting).
  - b. Accurately reflect the installation and demonstrate how the roof was installed to meet the Florida Building Code and manufacturer's installation instructions.
  - c. Be dated for the day on which the roof work completed; and
  - d. Be signed by the licensed qualifier and notarized.
- **Failure to have a properly completed Roof Affidavit on the job site for the Roofing Final Inspection will result in a Red Tag.**

## COMMONLY ASKED QUESTIONS

1. When should I schedule the Roof In-Progress Inspection?
  - You should go online at <https://aca-prod.accela.com/POLKCO/Default.aspx>. least one business day in advance to schedule the in-progress inspection for the day you are actually going to do the work.
  - Or, if you would like to pursue a virtual inspection, please visit our virtual inspections webpage at [www.polkfl.gov/building/inspections](http://www.polkfl.gov/building/inspections) for more information and a link to VuSpex.
2. Can I skip the In-Progress inspection and only schedule a Roof Final Inspection if I have a properly filled out affidavit?
  - No, you must schedule the In-Progress Inspection for the day the work is being done. If only the Final Inspection is scheduled, the inspector will fail the Final and issue red tag. A citation will also be issued and a fine assessed.
3. Can I schedule the In-Progress Inspection and the Final Inspection at the same time?
  - No, you must schedule the In-Progress Inspection for the day the work is being done. If both inspections are scheduled at the same time the inspector will fail the Final and issue red tag. A citation will also be issued and a fine assessed.
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 schedule the In-Progress inspection. Schedule the In-Progress inspection for the next available business the day. Take and have “In Progress” pictures on the job site along with the completed Reroof Affidavit. Then schedule the Final Inspection after you have finished the 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 the inspector does not see any problems the In-Progress Inspection will be passed with a note that a properly filled out affidavit will need to 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 the inspector does not see any problems the In-Progress Inspection will be marked as passed with a note stating a properly filled out affidavit will need 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 a red tag.

8. Do we need to schedule the In-Progress inspection when the new shingles are being placed directly over the old shingle?

- Yes, you must schedule the In-Progress Inspection for the day the work will be done.

9. Does this 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 schedule an In-Progress Inspection 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 roof procedure does not apply.

10. Does Polk County have a virtual inspections program or process?

- Yes. Please visit our virtual inspections home page at [www.polkfl.gov/building/inspections](https://www.polkfl.gov/building/inspections) for more information and a link to VuSpex.

\*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.

Accela – A Better Way to Serve You. Visit <https://www.polkfl.gov/building> for more information and instructional videos.