



Department of Growth Management

Reroof Policy and Procedures

The Building Services Division will accept a form (Reroofing Inspection Affidavit – Nailing, Sheathing, Dry-in & Flashing, BF61) only for residential reroofing permits, as an alternative to the standard inspections procedures. All new construction will require the standard inspection procedures during construction.

Documents required for reroof permits – No plan review required

1. Permit application
2. Property record card
3. Square footage of work area

Required residential reroofing inspections

1. Residential: Final residential roof inspection (Code 161) *and* Final All Inspection (Code 999).
2. Both codes must be called for the final inspection and the following documents shall be at the job site at the final inspection:
 - a. The Scope of Work and Inspection Affidavit form (BF61), completed and notarized.
 - b. Photographs of each plane of the roof with the permit number or address number clearly marked. The photographs must include a ruler or measuring device to confirm nail spacing on any sheathing replaced. Photographs are required showing the roofing underlayment so we may verify overlap and spacing. A photograph is also required showing the valley material and battens, if applicable.
 - c. All product approval information.

The documents listed above must be completed and at the job site before a final inspection can be made.