

RE-ROOF POLICY AND PROCEDURE Effective 3/1/2010

Lake County will accept the **BF 61– Re-Roofing Inspection Affidavit – Nailing, Sheathing, Dry-in & Flashing** form only for re-roofing permits, as an alternative to the standard inspections procedures. All new construction will require the standard inspection procedures during construction.

Permitting requirements – No plan review required

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

Required inspections – Re-Roofing Permits Only

1. Residential - Final residential roof inspection (Code 161)
2. Commercial – Final commercial roof inspection (Code 133)
3. The following documents shall be at the job site at the final inspection.
 - a. Completed & original notarized BF 61- Scope of work and inspection affidavit form.
The (contractor must sign)
 - b. Photographs of each plane of the roof with the permit number or address number clearly shown marked on the deck for each inspection. The photographs must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing.
 - c. All product approval information must be on job site.

If any of the documents above are not completed and at the job site at the time of the final inspection – the Building Inspector will issue a notice of corrections for re-inspection that **WILL result in a re-inspection fee.**

New Construction only

Required Roofing inspection for Residential and Commercial projects:

- a. 134 - Sheathing / Nails Inspection - all roofing construction (Residential & Commercial) or
- b. 131 - Dry-in / Flashing Inspection - required for all roofing projects (Residential & Commercial)-
- c. 161 - Final Roof Inspection (Residential) **or** 133 - Final Roof Inspection (Commercial)