

## 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 & notarized BF 61- Scope of work and inspection affidavit form.
  - 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)