



## BUILDING DEPARTMENT

190 Malabar Road SW • Suite 105 • Palm Bay, Florida 32907

Phone: 321-953-8924 •

Email: [permitinfo@palmbayflorida.org](mailto:permitinfo@palmbayflorida.org)

Website: <https://ims.palmbayflorida.org/ims>



## ROOF INSPECTION PROCEDURES - CONTRACTORS

Effective April 14, 2024, the following procedure is to be used by contractors for a single-family re-roof project:

Here are the steps:

1. When the roof has been stripped of old materials and the sheathing is confirmed by the contractor to be compliant, the contractor should take 4 to 6 photos of the roof sheathing for upload. The contractor should then complete the Roof Sheathing / Water Barrier Affidavit and upload this document and the pictures to the permit record in the iMS system. This will be confirmed by one of the Permit Technician's in the Building Department and marked as completed on the permit record.
2. When the dry-in portion of the project is completed, the contractor is required to take 4 to 6 pictures of the roof showing the dry-in process is complete for upload. One of the pictures should include enough detail in the picture for the inspector to determine that the site is the same site as listed on the permit. A dry-in affidavit is to be completed and uploaded with the pictures to the permit record in iMS. When this is completed, schedule the dry-in inspection as usual. A plan reviewer or inspector will then review the uploaded affidavit and pictures to confirm compliance and will result the inspection.
3. When the dry-in inspection is approved, and the remainder of the roof installation is complete, the final inspection can be scheduled by the contractor. This will be an on-site inspection. No ladders will be provided by the contractor. We have attached a copy of the dry-in affidavit for your use, and this form can also be found on our website at [www.palmbayflorida.org](http://www.palmbayflorida.org).

*For the pictures mentioned above, the contractor is required to upload these pictures to the permit record in iMS. If the contractor has any problems uploading the required documents or pictures, they can email these to [permitinfo@palmbayflorida.org](mailto:permitinfo@palmbayflorida.org) for assistance from the permitting staff.*

Effective April 14, 2024, the following procedure is to be used by contractors for a Commercial re-roof project:

1. When the dry-in portion of the project is completed, the dry-in inspection can be scheduled by the contractor. This will be an on-site inspection. No ladders will be provided by the contractor. If the roof is inaccessible, the contractor is required to take 4-6 photos to be available on site. The inspector may request additional pictures if necessary to approve the inspection. One of the pictures should include enough detail in the picture for the inspector to determine that the site is the same site as listed on the permit.



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- 2. When the dry-in inspection is approved, and the remainder of the roof installation is complete, the final inspection can be scheduled by the contractor. This will be an on-site inspection. No ladders will be provided by the contractor. If the roof is inaccessible, the contractor is required to take 4-6 photos to be available on site. The inspector may request additional pictures if necessary to approve the inspection. One of the pictures should include enough detail in the picture for the inspector to determine that the site is the same site as listed on the permit.**

**ROOF INSPECTION PROCEDURES v3 4.16.24**