



## BUILDING DEPARTMENT

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### ROOF INSPECTION PROCEDURES -Owner/Builder

Applications received on or after 03/31/2021 have new procedures in place for roof inspections. The process will consist of four (4) inspections at the property. These inspections are Roof Deck/ Sheathing Inspection, Water Barrier Inspection, Dry-in Inspection, and Final Inspection.

#### Inspection steps required:

1. Roof Deck/Sheathing Inspection – Owner/Builder schedules the inspection and provides a ladder or other means of access for the inspector to visually see the nailing. **If an underlayment is placed prior to this inspection, then the Owner/Builder is responsible to have a person on site to remove or open the underlayment for the inspector to conduct the inspection. An inspector will not move or cut out underlayment.**
2. Dry-In and Water Barrier Inspections – After the Roof Deck/Sheathing inspection is complete, these inspections can be scheduled together once completed. A ladder or other means of access shall be provided if the roof is not visible from the ground.
3. Final Inspection – After the Dry-In and Water Barrier Inspection is completed, the final may be scheduled. A ladder or other means of access shall be provided if the roof is not visible from the ground.

***Note: Affidavits and Photos are not permitted to be used for Owner/Builder roof inspections. All inspections are required to be seen by the inspector. It is the responsibility of the homeowner to schedule all inspections as required above. If you have any questions regarding how to schedule inspections, please contact our office at 321-953-8924 or via email at [permitinfo@palmbayflorida.org](mailto:permitinfo@palmbayflorida.org).***

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OWNER / BUILDER SIGNATURE

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DATE