



STANDARD OPERATING PROCEDURE FOR: ROOF & REROOF INSPECTIONS

New roofs, and repair or replacement of existing residential and commercial roofs (“reroofing”) must comply with the Florida Building Code. A permit is required for any reroof work exceeding 25% of the existing roof area within a 12-month period, and all work must comply with section 706.7 of the Florida Existing Building Code.

Required Inspections

Decking / “Sheathing” Inspection

REQUIRED FOR: new construction of residential & commercial, owner-builder of residential reroof.

OPTIONAL FOR: residential reroof for those able to complete the Roof Decking Affidavit with ReRoof Photo Affidavit Addendum. See instructions below. A Residential Reroof contractor may opt to use the Affidavit Addendum photo template provided to upload site specific photo documentation supporting the Roof Decking Affidavit. The Building Official reserves the right to conduct an in-person physical examination of any sheathing inspection whose compliance cannot be ascertained by the Affidavit and Addendum. This may include opening up sections or all of the roof if already covered.

Dry In Inspection

REQUIRED FOR: ALL roof and reroof work. Pass the Decking Inspection (or upload a completed Roof Decking Affidavit and Photo Template to the permit folder) prior to calling for Dry In inspection. Materials used on site must be compatible and match those reviewed and approved in the permit application (“product approvals” for underlayment, flashing, roof covering e.g. shingles, other components e.g. skylights, roof vents, etc).

Shingle: At inspection show underlayment, flashing, any valley metal, & drip edge. Provide product approvals, any vents, etc and samples of fasteners (e.g. nails) on site. Show installed 1% to 25% of “bull” on drip & starter, starter strip nailing, shingle nailing. The roof must be 100% dried in, lay shingles to cover no more than 25% (1/4) of the roof area.

Metal: At inspection show underlayment, flashing. Provide product approvals, any vents, etc and samples of fasteners (e.g. screws) on site.

Tile: At inspection show underlayment. Provide product approvals, any vents etc. and samples of fasteners (e.g. laths, rails, sealant, etc.) on site.

In Progress Inspection

REQUIRED FOR: *Metal* roof using hidden fasteners.
 Tile using foam adhesive or other hidden fastening method.

Final Inspection- after roofing system is complete.

REQUIRED FOR: ALL roof and re-roof permits. After roofing installation is completed, the site is cleaned and cleared, dumpster is removed.

Decking Affidavit Instructions

The required decking/ “sheathing” inspection may be completed using St. Lucie County’s Decking Affidavit. The Affidavit must be fully completed for each job, signed, and dated with the date the contractor completed the inspection i.e. after the permit is issued and before the underlayment is installed. If a Notary is used to verify the signature, that date is the date that the signature was verified by the Notary. If the Affidavit is used, then the Decking inspection can be scheduled with the Dry-in inspection. However, the Affidavit must be approved for the Dry-in inspection to pass.

To use the Decking Affidavit, request the sheathing inspection in EnerGov and load the Decking Affidavit documentation to the inspection by following the directions below.

1. Request the inspection. After the inspection has been requested, the screen will show the date requested. Hit the back button and refresh.
2. Click the desired inspection in “Existing Inspections”. A new page will appear.
3. Click the “Attachments” button. Attachments can be added by clicking the +.
4. Click “Submit” to add attachment.

If the contractor or type of roof work does not qualify for use of the Affidavit, then a Decking inspection must be scheduled and passed before the Dry-in inspection. In all cases, the Dry-in (underlayment) inspection is required. An In-progress inspection is required if there are hidden fasteners. A Final inspection is required for all roofs and reroofs.