

**To All Roofing Contractors:**

Subject: Re-Roofing Inspection Procedures

In line with the requirements of the Florida Building Code, the City of Lake Wales Building Division has put in place the following procedures for Re-Roof inspections.

**1. *In-Progress Roofing Inspection (includes deck nail off, Dry-In, Flashing and roofing installation.)***

Contractors are responsible for scheduling the In-Progress Roofing Inspection for the day when roofing work is going to be done on all re-roofs. **There are no exceptions.**

For the In-Progress Roofing Inspection the permit card and the manufacturer's installation instructions for all roofing materials are required to be on the job site. Failure to schedule the In-Progress Roofing inspection will result in a stop work order and a re-inspection fee.

TO SCHEDULE INSPECTIONS CALL 863.678-4182 extension 501 leave information as prompted or email **PERMITTING@LAKEWALESF.LGOV**. Leave the permit number, type of inspection, address, and a contact number. Cut off time is 4:00 PM the day before to schedule inspections.

**2. *Roofing Final Inspection***

Contractors are responsible for scheduling a Roofing Final Inspection when the roof job is complete.

**For the Final Inspection the permit card, the manufacturer's installation instructions for all roofing materials and a completed Re-Roof Affidavit will now be required to be on the job site on all re-roofs.** Affidavits are to –

- a. Be on the Re-Roof Affidavit form.
- b. Accurately reflect the installation and demonstrate how the roof was installed to meet the Florida Building Code and the manufacture's installation instructions
- c. Be dated for the day on which the roof work was completed
- d. Be signed by the licensed qualifier and notarized.

Failure to have a properly completed Re-Roof Affidavit on the job site for the Roofing Final Inspection will result in an incomplete inspection and re inspection fee.

## COMMONLY ASKED QUESTIONS

- 1. When should I call for the Re-Roof In-Progress Inspection?**  
*You can call any time before 8:00 AM on the day you are actually going to do the work to schedule the In-Progress Roofing Inspection.*
- 2. Can I only call for the Roof Final Inspections and have a properly filled out affidavit?**  
*No, you must schedule the In-Progress Roofing Inspection for the day the work is being done. If only the Final Inspection is scheduled the inspector will fail the Final and issue a stop work order. You may have to uncover the work that has gone beyond the required inspection and pay the Re Inspection Fee.*
- 3. Can I schedule the In-Progress Inspection and the Final Inspection at the same time?**  
*No, you must schedule the In-Progress Roofing Inspection for the day the work is being done. If both inspections are called in at the same time, only the In-Progress Roofing Inspection will be scheduled.*
- 4. What should we do if we are going to start and finish the roof work over a weekend or on a day the Building Division is closed?**  
*You still need to call the inspection line before you plan to start the job and schedule the In-Progress Inspection. The inspector will know when you called for the In-Progress inspection. Then schedule the Final Inspection after you have finished to job.*
- 5. What happens if we schedule the In-Progress Inspection for the day the roof work is being done and the inspector arrives and we have just started the roof work?**  
*The inspector will examine what has been done and if he does not see any problems he will pass the In- Progress Inspection with a note that properly filled out affidavit will be on site for the final inspection.*
- 6. What happens if we schedule the In-Progress Inspection for the day the roof work is being done and the inspector arrives and we are almost done or have finished the roof work?**  
*The inspector will examine what has been done and if he does not see any problems he will pass the In- Progress Inspection with a note that properly filled out affidavit will be on site for the final inspection.*
- 7. What happens if there is no affidavit or it is not properly filled out when the inspector arrives for the Final Inspection?**  
*The inspector will fail the Final and issue a Re Inspection Fee.*
- 8. Do we need to call for the In-Progress inspection when the new shingles are being placed directly over the old shingle?**  
*Yes, you must schedule the In-Progress Inspection for the day the work will be done.*
- 9. Why did I get a citation even though the inspector passed the inspections?**  
*The citation is for not scheduling the In-Progress inspection for the day the work was being done. The citation is not affected by the inspector passing or failing the inspection.*
- 10. Does this re-roof procedure apply to roof overs?**  
*If the new roof is less than 3 inches in height above the existing roof you will have to call for an In- Progress Inspection and have a properly filled out affidavit on site for the Final Inspection. If the new roof is 3 inches or higher above the existing roof this re-roof procedure does not apply.  
\*Note: Re-roofs over 3 inches in height above the existing roof are considered a structural change and require engineered plans and a contractor license that can do building structural work.*