



ORANGE CITY

The Heart of Southwest Volusia

Residential Re-Roof Guidelines

(Hurricane Mitigation Inspection Process)

1. Roofing contractor shall be responsible for the protection of contents and structure at all times.
2. An **in-progress inspection** shall be scheduled after the old roof has been removed **and the dry-in is complete**. All components of the dry-in must be in place. To schedule an inspection, call (386) 775-5438.
3. For roofs using an entire peel and stick dry-in, a nailing affidavit shall be required to be posted on jobsite at time of in-progress inspection.
4. A minimum of one hundred (100) square feet of the new roof component shall be installed at time of inspection. Up to twenty-five percent (25%) of the new roof may be installed, but all flashing and valley metal shall remain exposed for inspection.
5. The contractor shall contact the Building Department the day of the **scheduled** inspection after 8:00 a.m. to coordinate an AM or PM inspection time. Please call (386) 775-5438 and select the permitting option for assistance.
6. If an AM inspection time is requested, the roof must be ready for inspection between the hours of 8:00 AM - 11:59 AM. If a PM inspection time is requested, the roof must be ready for inspection between 12:00 PM – 5:00 PM.
7. At time of inspection the inspector shall, at his or her discretion, select location(s) for inspection.
8. A representative of the contractor shall be on job site to facilitate any necessary repairs.
9. After the inspection is conducted, the contractor will make any necessary repairs and proceed as directed by the inspector.
10. For approved in-progress inspections, the inspector shall collect the required affidavit for filing with the permit application.

The above shall serve as the inspection process to meet requirements per Florida Building code. Any and all suggestions to better serve the contractor needs will be considered.

Signature