



ROOFING INSPECTION PROCEDURES

There are currently two steps to the roofing inspection process which are as follows:

- Dry In Progress Inspection (Drip Edge, Felt and Valley's must be done. No more than 60% of the New Shingles may be in place.)
- Final Roofing Inspection.

If any of the above inspections are missed, a Missed Inspection Policy applies (see attached).

_____ (Initial)

If the contractor fails an inspection a \$50 fee will be charged. _____

Signature (I agree)

A re-inspection **will not** be performed the same day of payment.

The contractor can call and reschedule the inspection for the following day, if the inspection request is made **before 4pm**. Anything after 4pm will not be received until the next business day, therefore, the inspection will be scheduled for the second business day.

Print Contractor's Name

Signature of Contractor

**Any deviation of these procedures will be in agreement and in writing between the contractor and the Building Official.*

06/04/2014



MISSED INSPECTION POLICY

Procedure When a Required Inspection Was Not Performed by the Building Department

In the event a component requiring inspection has been covered during construction, a licensed testing agency, architect, or engineer may be used to verify code compliance when **all** of the following conditions are met:

1. The Inspector, Building Official or Growth Management Director determine that, because the work has been covered, the inspection can not be done as a regular inspection.
2. The Building Official or Growth Management Director authorizes the builder to use a licensed testing agency, architect, or engineer to perform the required inspection/s. A list of items to be inspected is supplied by the Building Department.
3. The licensed testing agency, architect, or engineer submits to the Building Department a **"signed and sealed"** letter on their letterhead which includes **all** of the following information:
 - **Permit number**
 - **Address of the job**
 - **Date of inspection**
 - **Specific items inspected and photographs of the inspection**
 - **Method used to determine compliance**
 - **Statement which provides verification of compliance with the applicable Building Code Sections**
 - **Name and license number of the person signing and sealing the letter**
 - **A statement signed by the building owner acknowledging the acceptance of the report / alternate inspection method.**

The Town Of Lady Lake will determine if the report is adequate or if additional information is required.