



BUILDING DEPARTMENT

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ROOF INSPECTION PROCEDURES

Applications received on or after 03/31/2021 have new procedures in place for roof inspections. The process will consist of two (2) physical inspections and a Sheathing/Inspection Affidavit inspection with pictures.

Here are the steps:

- 1) Contractor schedules a dry-in inspection. This is a physical inspection in the field. When the inspection takes place, the contractor is required to have the Sheathing/Inspection Affidavit on site with a minimum of 3-4 pictures of that installation. One of the pictures should include enough detail in the picture for the inspector to determine that the site is the same site as listed on the permit. The inspector then performs the inspection. No ladders will be provided by the contractor. The inspector can use a drone for the inspection if that person is licensed to do so. When that inspection has passed, the contractor is required to email the Sheathing/Inspection Affidavit and pictures to our office at buildingpermits@palmbayflorida.org with the permit number in the subject line.
- 2) Upon receiving the email from the contractor, a permit technician will confirm the dry-in inspection has been resulted as approved, and then will result the Inspection Affidavit inspection. This is an internal process, and the contractor does not schedule this inspection.
- 3) At this time, the final inspection can be scheduled. This is also a physical inspection in the field. Again, the inspector can use a drone for the inspection, if licensed to do so.

For the pictures mentioned in number 1 above, the contractor has the choice to print those pictures and leave them at the site for the dry-in inspection, or they can email the pictures to the inspector the morning of the inspection. They are still required to email the pictures for the approval of the Sheathing/Inspection Affidavit mentioned in number 2 above, after the dry-in inspection passes.