

# INSPECTION PROCEDURES FOR REROOF PROJECTS

APPLIES FOR THE INSTALLATION OF ASPHALT SHINGLES ONLY

The building code requires an inspection to close all permits. The appropriate time to verify compliance and discuss the project is while the work is “in progress.” As a result, **we require the contractor to call us at (952) 442-7520 at least one day prior to starting the work to schedule a half-way inspection (while the work is underway).**

If, and only if, we are unable to provide an inspector while the project is underway, we will authorize you to take photos and provide them at the final inspection, which will require you to provide the photos at the job site. If the inspector who visits the worksite determines that the supplied pictures are not conclusive, you will be required to meet our inspector on-site and to provide access to the roof. Should this be required, a reinspection fee will apply.

## **At the time of the inspection, you must provide the following photos:**

- ✓ Photos shall identify the roof is of the house being worked on. (i.e. photos may include the yard, driveway, house siding, etc.).
- ✓ Decking with nothing on it – all sides/planes of the roof.
- ✓ Ice/Water Guard – photos taken BEFORE underlayment is added to roof
- ✓ Underlayment - photos taken after installed
  - All sides/planes of house
  - Underlayment shall extend to roof edges
- ✓ Flashing – all required flashing:
  - step flashing,
  - dormer flashing,
  - All other required flashing

## ***Benefits of an In-Progress inspection:***

- If there is an issue with the work “under” the shingles, it can hopefully get caught prior to covering – saving time and money.
- Pictures are often inconclusive.
- Communication challenges – the owner has to contact the contractor to notify them of required corrections.
- Some contractors leave the area when the storm damage repairs are done, making it difficult for the contractor to come back and make the required corrections.
- The inspector and the contractor can discuss issues and concerns to ensure that work being done is compliant.

***The Inspector’s job is to verify a code compliant installation.***

***In-progress inspections are the best way to do this!***