



City of Ocala Building Department

Re-roofing Permit and Inspection Guide

PERMITTING

Fill out the permit application to include **detailed** scope of work.

Example: **Reroof single family residence with 20 sq. shingles on 4/12 pitch and 4 sq. single-ply bitumen over flat back porch. Product approval numbers FL16638, FL5680-R15.**

Scope of work should always include:

- Type of building being reroofed
- Amount of roofing for each type of material being used.
- Roof pitch under each type of material being used.
- Product approval numbers for each type of roof covering being used.
- Any skylights being replaced, include number of skylights and product approval.

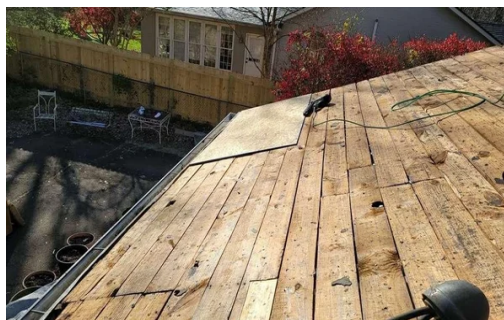
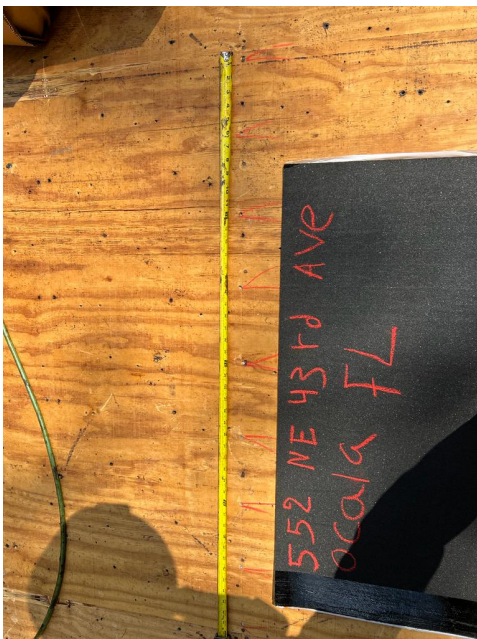
If application is submitted with simple scope of work (Reroof SFD), permit will be held until clarification is provided. After 30 days, application will be discarded.

INSPECTIONS

Inspection phone line: 352-629-8421 or 352-843-3826

1. The permit card and product approvals shall be posted on the jobsite.
2. Strip off old roofing
3. Replace bad wood (if any)
4. Re-nail (supplemental nailing) sheathing. (6" spacing, 8d ring shanks)
NOTE: deck re-nail not required for single family dwellings built (permitted) or re-roofed (permitted) per The Florida Building Code (permit on or after 03/15/2002) A **"Roof Deck Fastening Inspection" is required at this time.**
5. Apply water barrier (underlayment or peel & stick), drip edge, valley liners, and flashings. Proceed with installation of roof covering (shingles, metal, tile, etc.) A **"Dry-in / Flashing / Roof-in-progress Inspection" is required when roof covering is between 25% and 75% installed.** (See instructions below)
6. After passing the **"Roof-in-progress inspection"**, application of the final roofing materials may be completed.

Note: Steps 2 thru 5 above, do not apply to roof-overs such as shingle over shingles. Note: Step 4 above, only applies to site built single family dwellings.



SCHEDULING & TIMING OF INSPECTIONS

Our automated inspection line is always available. Inspections are typically conducted Monday through Friday, except for holidays. The cut off time is 4:00 pm to schedule inspections to be conducted the following business day. Any inspections requested after 4:00 pm will be conducted the second consecutive business day.

Automated Inspection Line 352-629-8421 – State the permit number, property owners name, site address and type of inspection(s) requested.

Please call (352)629-8421 from 7:00am - 7:30am to speak with your inspector with any special instructions or requests.

1. Generally speaking, there are three inspections for reroofing. **Deck Fastening** (when required), **Dry-in/flashing - In progress** and **Final Roof Inspection**.
2. The "Dry-in/Flashing In Progress" should be requested the day before you want the inspection.
3. You may request an approximate time. (Early AM, Late AM, Early PM, Late PM, etc...)
4. If the inspector shows up at the requested time, and the "In progress" is not ready, the inspection fails and a \$50 re-inspection fee will be charged. **(Call your inspector if not ready to avoid fee)**
5. If the inspector does not arrive at the requested time, application of the final roofing material may commence up to 75% of the roof surface. Please leave a sample of all roof features open for inspection. i.e. Don't cover up all of the drip edge or valleys around the entire building.
6. Final Inspections may be scheduled after the deck fastening, dry-in and in progress inspections have been approved and job is completed. we will schedule the inspection when you request it.

If you are:	Then you need these inspections:
Remove and replace Shingles: or Remove and replace with Metal:	Single Family Dwelling -Roof Deck Fastening (if built prior to March 2002) -Dry-in / Flashing and In-progress Inspection -Final Inspection Mobile Home / Garage / Storage Building -Dry-in / Flashing and In progress Inspection -Final Inspection
Shingle overlay on Shingle: (prohibited on mobile homes)	Single Family Dwelling / Garage / Storage Building -Final Inspection
Metal overlay on Shingle: (prohibited on mobile homes) (requires engineering)	Single Family Dwelling -In-progress Inspection (if purlins or underlayment are used) -Final Inspection Garage / Storage Building -In-progress Inspection (if purlins or underlayment are used) -Final Inspection
Flat roofs:	In-progress, flashings and Final Inspection only
TPO roofing:	In-progress, flashings, insulation and Final Inspection

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201 SE 3rd Street - 2nd Floor
Ocala, FL 34471