
TO: Pasco County
Commercial/Residential Roofing Customers

DATE: 8/7/20

FILE: BCS20-0294

THRU: Esther Oluyemi
Building Construction Services
Building Official

FROM: Scott Carley
Chief Field Inspector - Structural

SUBJECT: Updated In-Progress Roofing
Inspections Guidelines and
Requirements for Use of
Photographs

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This notice is to formally set forth guidelines governing the use of photographs for in-progress roofing inspections.

Beginning **February 20, 2017**, the inspections associated with all re-roofing permits prior to final inspection have been changed. We are now allowing photographs of the in-progress inspections to occur for the required inspections of Dry-In, Valley Linings, Drip Edge, and Flashing. The Roof Compliance Affidavits are also to be uploaded. This change will allow the Florida Building Code compliant roof work to proceed without delay and in a timely manner.

The following actions on your part will be required in order to comply with this directive:

1. Only photographs uploaded into the Accela software by the property owner/roofing company/contractor will be accepted.
2. Permit Numbers are to be clearly visible within each and every photograph submitted.
3. Drip Edge and Flashings must show as properly fastened in the photograph with permit number visible.
4. Valley Linings must be included in a photograph with permit number visible.
5. Dry-Ins must be included in the photograph with permit number visible.
6. Roof Compliance Affidavits to be uploaded.

For clarification, we require a minimum of three (3) photographs, ALL of which must have the Pasco County permit number and fasteners clearly visible. And upload the Roof Compliance Affidavits as specified above. Failure to comply with this will result in a "FAIL," no exceptions.

If a particular inspection fails, we will require an Engineer's letter stating that the inspection in question meets the Florida Building Code requirements. If not, the roof in question will have to be opened up to 25% and install fresh material to pass that inspection at the owner/roofing company/contractor's expense, no exceptions.

By uploading the photographs, you accept the terms of this courtesy. The Pasco County Building Construction Services Department/Building Inspections Division will provide this service only upon satisfactory compliance with the above. The Building Inspections Division may be contacted by phone at 727-847-8127, between the hours of 8:00 a.m. – 4:00 p.m., Monday through Friday.