



Citrus County Building Division

Re-Roof Requirements

(Roof Permits Only)

Required Documents (All Re-Roof Types):

1. Notice of Commencement (If applicable per FS 713.135 (E))
2. Product Approval
3. Inspection Photos
4. Inspection Affidavit

Product Approval Requirements:

1. Product approval must be the actual product approval installation documents (Not just the product approval number)
2. Evaluation reports are not required
3. Product approval of underlayment
4. Product approval of roof covering
5. Product approval of skylights (If applicable)
6. Ridge or off ridge vents
7. Solar tubes (If applicable)

Affidavit and Photo Requirements:

1. Photos will only be accepted if they are uploaded through the contractor portal. **All photos must be in PDF format.**
 - a. Single file for in-progress
 - b. Single file for final
2. The permit number and/or address must be visible in each photo. If the photographic equipment automatically applies a time, date, and location stamp, this will be accepted.
3. The affidavit must be completed (all items checked based on the scope of work; all signatures completed). **The affidavit must be signed and notarized after the sheathing, fasteners, and roofing inspection has been completed by the primary permit applicant.**
4. An adequate number of photographs must be submitted to review the entire roof. Such photographs must include:
 - a. Drip-edge fastening prior to mastic (Showing nail pattern)
 - b. Drip-edge with mastic
 - c. Flashing (Showing proper installation)
 - d. Valley-Liner (If applicable)
 - e. Underlayment (Showing installation and fasteners)
 - f. Taped seams (If applicable)
 - g. All roof penetrations at underlayment stage
 - h. All roof penetrations at mastic stage
 - i. Roof in-progress
 - j. Vents (Showing proper installation)
 - k. Shingles (Showing installation and nail pattern)
 - l. Completed roof on all roof planes
 - m. Roof to vertical flashing (If applicable)
 - n. Plumbing vents through roof
 - o. Skylight (if applicable)
 - I. Fastening prior to mastic
 - II. Skylight with mastic

The review will be denied if the submitted photos do not show proper installation of all roofing material at all planes of the roof during each phase of the construction.

******* Owner/Builder permits require in-person inspections by Citrus County Building Inspectors *******



Citrus County Building Division
Inspection Affidavit
Sheathing, Fasteners, and Roofing
(Roof Permits Only)

Permit Number: _____

Date: _____

I, _____, _____, licensed under Ch. 489, 471, or 481 FS, as a:

Name License

Contractor Engineer Architect

personally examined the roof on _____, for compliance with Florida
Date and Time

Statute 2023 (553.844) and Florida Building Code 8th Edition (R903.1 or 1503.1), at the following address:

Address City State ZIP

**Based upon my examination, I have determined the installation was completed in compliance with the
aforementioned Florida Statute and Florida Building Code.**

Licensee Signature

Printed Name

STATE OF FLORIDA
COUNTY OF CITRUS

SWORN TO AND SUBSCRIBED before me this _____ day of _____, _____, by _____
_____, who is personally known to me or who has produced _____

as identification.

Notary Public Signature: _____

[Notarial Seal]

- *NOC, Product Approval, Photos, and the Inspection Affidavit must be uploaded to your contractor portal for review. Please see Re-Roof Requirements on the first page for photo requirements.*
- *General, Building, Residential, or Roofing Contractor or any individual certified under 468 F.S. required to make such an inspection.*

******* Owner/Builder permits require in-person inspections by Citrus County Building Inspectors *******