

TO: ALL BUILDING DIVISION PERSONNEL
FROM: DOUGLAS B. WISE, CBO
BUILDING DIVISION DIRECTOR
PREPARED BY: BUILDING DIVISION
SUBJECT: INSPECTION REQUIREMENTS FOR THE
REROOFING OF EXISTING STRUCTURES.
PPM #: PB-O-136

ISSUE DATE

January 1, 2024

EFFECTIVE DATE

January 1, 2024

PURPOSE:

To provide an acceptable method for reroofing inspections from licensed contractors of: secondary water barrier; structural roof diaphragms (sheathing); roof metal installations; in-progress inspections; and retrofitting roof to wall connections utilizing physical inspection or remote video inspection technology pursuant to the FBC.

UPDATES:

Future updates to this PPM are the responsibility of the Director of the Building Division, Deputy Building Official, Assistant Deputy Building Official, or Codes Product & Training Supervisor, under the authority of the Director of the Building Division.

AUTHORITY:

Section 105 and 110.3.9.1 - Palm Beach County Amendments to the Florida Building Code; Section 611 of the Florida Building Code (FBC), Existing Building and section 706.1.1.

DEFINITIONS:

ePZB Portal is the online permitting website www.pbcgov.com/epzb

Remote On Demand Video Inspections are inspections performed by licensed inspectors via the Video Inspection Pro (VIP) application available at no charge for Android tablets and Smartphones and iPhone iOS and iPad OS platforms.

POLICY:

- A. Not more than 25 percent of the total roof area or roof section of any existing building or structure shall be repaired, replaced or recovered in any 12-month period unless the roof covering on the entire existing roof system or roof section is replaced or recovered to conform to the requirements of this code.
- B. Exception: If an existing roofing system or roof section was built, repaired, or replaced in compliance with the requirements of the 2007 Florida Building Code, or any subsequent editions of the Florida Building Code, and 25 percent or more of such roofing system or roof section is being repaired, replaced, or recovered, only the repaired, replaced, or recovered portion is required to be constructed in accordance with the Florida Building Code in effect, as applicable. Pursuant to s. 553.844(5), Florida Statutes, a local government may not adopt by ordinance an administrative or technical amendment to this exception.
- C. Under specific circumstances as outlined in this PPM, the licensed contractor holding a permit for the replacement or repair of roofing systems on existing structures, have roof to wall connections retrofits, structural roof diaphragms (sheathing) fastening, secondary water barrier, roof metal installation, and in-progress inspection for code compliance.

PROCEDURE:

- A. Prior to scheduling any reroofing inspections, the contractor shall register and download the free on demand remote video inspection app from Video Inspection Pro to their device. When ready for inspection, the contractor or their designee will request the inspection from within the VIP app. Inspection types approved for this process include: (124) Framing Anchor (if mitigation is required), (135) Roof Sheathing, (112) Roof Metal, (141) Reroof In Progress and (150) Roofing Final. The licensed inspector will guide the contractor through the inspection process. Results are integrated into the ePZB portal.
- B. When the inspector has completed the inspection, and has determined that a required preceding inspection(s) was not performed, the inspector will inform the Building Division Inspection Supervisor and fail the inspection.
- C. **Occasionally and only in very unique and unforeseen circumstances and only with prior approval of the Building Official**, a contractor may apply for alternate methods of certification. This may include pre-scheduling Building Division staff to perform the required inspections (subject to availability) or alternate certification methods at the discretion of the Building Official.

D. The following inspection codes for reroof permits are available in the ePZB portal and within the VIP Remote On Demand Video Inspection app:

- Roof Sheathing (135) to verify the existing sheathing is attached per 706.7.1. of the FBC-E
- Roof Metal (112) to verify underlayment, secondary water barrier, flashings and accessories are installed per manufactures specifications and the FBC.
- Reroofing In-Progress (141) to verify the finished material is being installed i.e. shingles, tile etc. per manufacturer's specifications and the FBC.
- Roofing Final (150) when project is completed

Nothing in this PPM shall be deemed to allow the contractor or owner builder to perform work outside of the permitted scope of work for his/her license.



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Supersession History

PPM# PB-O-086, Rescinded 1/1/24