

March 20, 2025

Hello,

First off, I would like to introduce myself. My name is Phil Kersey, the new Building Official for Seminole County.

I am reaching out regarding re-roof permits and inspections. I understand there has been a lot of recent changes to the County's policy on this matter, and potential unnecessary issues that have arisen from these changes. As I cannot speak for the past, I would like to announce that we are shifting back to a more "standard" inspection process for any re-roof project in the County. Here is how the inspection process will work:

Re-Roof Permit Package Requirements:

- Completed Permit Application
- Copies of the Florida Product Approvals, and install guidelines, and/ or NOA for products that will be used on said project.
- Property Record Card
- Permit Authorization Form
- NOC as required (at minimum, must be submitted prior to scheduling of first inspection).
- Please insure "scope of work" is clearly outlined on Permit Application. Due to changes to the previously noted 25% rule in the Florida Building Code (FBC), clear "scope of work" is essential to ensure a smooth inspection process.

NOTE: The current Re-Roof Supplement Form is no longer required. Only copies of the applicable Florida Product Approvals and Install Guidelines, and/ or NOAs are required.

Field Changes: If there is a different roofing product utilized, other than one announced at permit submission, the applicable Florida Product Approval and Install Guidelines, and/ or NOA must be onsite at time of In-Progress inspection. My inspection staff will review, and if compliant with the currently enforced FBC cycle the work will be inspected per the new information. The new product information will be taken by my inspection staff as part of the new permit record on that project.

Re-Roof Inspections:**- In-progress inspection:**

- This is to be scheduled for the time when your team will have all the existing roof system(s) removed, all roof sheathing re-nailed (as applicable), and all flashing and underlayment installed. The goal is to see this work prior to covering up with roof finish materials, but no more than 35% of the final materials may be installed.
- There may be instances where multiple in-progress inspections would be required. I would reference a large roof system, such as a large commercial flat roof system. These systems are historically installed in “phases” so to eliminate any weather impacts to the building’s interior. Two or more in-progress inspections would be necessary to ensure my inspection staff can view all required elements to insure code compliancy. Please coordinate with your inspector to ensure the number of in-progress inspections so all parties are on the same page. I will also reference tile roof systems that implement a “slip sheet” method. The proper installation of that slip sheet must be confirmed as that is the base holding the final layer of self-adhering membrane.

- Roof Final:

- To be scheduled when all work is completed, and fully compliant with the applicable codes.
- Must have the following onsite no later than final inspection:
 - Nail-off affidavit, signed and notarized. This is to confirm the nail-off has been completed, if applicable, and to assist in potentially not having to open at dry-in to confirm. We are updating our current re-roof affidavits to more closely line up with this confirmation.
 - Pictures of in-progress. This requirement is to assist your team, and mine. We all know how Florida’s weather is, and my staff can never guarantee they will be onsite in time to beat that weather. The In-Progress inspection is required, but by requiring this pictures to be present, it will assist my staff in confirming code compliancy with elements that my have not be seen previously observed. Understand, pictures are not a replacement for the required In-progress inspection. NOTE: any discrepancies, code compliance matters noticed in the pictures will result in a failed inspection, and all work noted must be remediated.

It is also required to have copies of the applicable Florida Product approvals and install guidelines for all roofing materials that were approved under your permit, onsite for all inspections.

Communication is the key to any project. Our phones are monitored starting at 7:30 am each business morning. I highly recommend calling 407-665-7050 or visiting the Online Building Permits portal (<https://semc-egov.aspgov.com/Click2GovBP/index.html>) to determine who your inspector will be. Then reaching out to them to understand where your project may be on their schedule.

Some of you may know me, as I was the Building Official for Longwood for the past 6 years. So, if you do, the County's process for any roof inspection is now no different.

As we should understand, there will be some "bumps in the road" as both parties adjust. I ask for open communication with inspection staff and understanding as we work diligently to ensure the smoothest transition possible.

We look forward to a continued, and professional relationship. If you have any questions, please feel free to reach out to me directly.

Professionally,

Phil Kersey