



# TOWN OF PALM BEACH

Planning, Zoning & Building Department

## ROOF UNDERLAYMENT, ROOF METAL & ROOF SHEATHING INSTALLATION CERTIFICATION FOR LICENSED ROOFING CONTRACTORS ONLY

**I. PURPOSE.** The purpose of this Policy is to provide a method for certifying installation of roof metal, roof underlayment and re-nailing or replacement of roof sheathing on residential dwellings. **This policy applies only to licensed roofing contractors.**

**II. AUTHORIZATION.** Chapter 1, Section 101 of the Florida Building Code, Building, provides that the purpose and intent of the construction codes is to establish the minimum requirements necessary to safeguard the public health, safety and general welfare through adequately designed and properly constructed buildings.

**III. APPLICATION.** Qualified applicants may certify the roof underlayment installation, roof metal installation and re-nailing or replacement of roof sheathing by preparing an affidavit certifying that the installation of the underlayment, roof metal and re-nailing or replacement of roof sheathing complies with all codes, ordinances, rules and regulations; **that the qualifier or designee personally inspected the specific job**; and that the roof was installed according to the Florida Building Code, and Existing Building Code, as amended, and the manufacturer's installation instructions. This affidavit must be presented to the inspector at the next scheduled inspection on-site. When the roof underlayment, roof metal and roof sheathing are not inspected at a Sheathing, Tin Tag/Roof Metal, Dry-In or Final Inspection, the Inspector will either fail the inspection until certified by the applicant or pass the inspection if the signed affidavit is present at the job site. **Pictures of the installed underlayment, re-nailed or replaced roof sheathing and roof metal are optional.** When a Final is the only scheduled inspection and an affidavit is supplied, the Inspector shall add the comment, "CERTIFIED," and pass the inspection. **Progressive re-roof inspections may still be requested.**

# LICENSED CONTRACTOR AFFIDAVIT

## ROOF METAL & ROOF SHEATHING INSTALLATION

The Town of Palm Beach offers progressive inspections – call (561) 838-5431

**To:** Town of Palm Beach Building Department, 360 S. County Rd., Palm Beach, FL 33480

**Re:** Permit No. \_\_\_\_\_

**From:** \_\_\_\_\_ (Contractor)  
\_\_\_\_\_ (Contractor's Address)  
\_\_\_\_\_ (Owner/s Name)  
\_\_\_\_\_ (Property Address)

CERTIFICATION SELECTION: (Please check all that apply)

\_\_\_ Certification of roof metal installation, flashing, underlayment.

\_\_\_ Certification of re-nailing or the replacement of roof sheathing.

\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, am certified as a \_\_\_\_\_ contractor (License No. \_\_\_\_\_) and do hereby certify that all roof work (as indicated above) has been performed at the above address in accordance with Chapter 15 of the Florida Building Code, Building, as amended, and Manufacturer's Specifications. I understand that the Town of Palm Beach offers progressive re-roof inspections. I have notified the owner of the property of this affidavit.

\_\_\_\_\_  
Signature of Qualifier

\_\_\_\_\_  
Date

STATE OF FLORIDA, COUNTY OF PALM BEACH The foregoing instrument was acknowledged before me this \_\_\_\_\_ (date) by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath. (SEAL)

Signature of person taking acknowledgement \_\_\_\_\_

Name of officer taking acknowledgement - typed, printed or stamped \_\_\_\_\_

Title or rank \_\_\_\_\_ Serial number \_\_\_\_\_