



IMPORTANT INFORMATION FOR RE-ROOFING PERMITS

REQUIRED INSPECTIONS:

A final inspection is required for re-roofing projects. If you do not schedule an inspection within 180 days of the permit issue date, the permit will expire, and the project will be in non-compliance with the building construction laws and building codes adopted by the Baldwin County Commission. After permit expiration, you will be required to reactivate the permit to obtain the required final inspection. You may qualify for a Permit Reactivation (with fees required) or you may have to complete a new permit application (with new permit fees required). Any further work performed after permit expiration will be subject to Stop Work Orders and penalty fees of \$150.00 per day.

VIRTUAL INSPECTION REQUIRMENTS:

You must take photos during the process of repairing and/or replacing the roof. Each of the photos should include the permit number and the project address. You may hold the permit card in the photos or write the permit number and project address on a piece of paper or cardboard and hold it in the photos. The photos must include the following:

- Deck nailing with tape measure showing nail spacing
- Deck seam tape
- Synthetic underlayment OR ice and water / Peel and stick underlayment (no seam tape required)
- Drip edge
- Shingles - nailing pattern showing 6 nails per shingle
- Any flashing used
- Finished roof photos

All inspections must be requested through the Permit Portal. Log in at www.citizenserve.com/BaldwinCountyAL. Click on "My Account", then "View My Requests", then choose "Building Department" from the drop-down list, then click on the permit #. Next, click on "Upload Documents" to submit the photos.

Finally, use the "Schedule an Inspection" link to send the inspection request to the inspectors. When the inspector has reviewed the photos, you will receive an email notification with your inspection report results.

In-person on-site inspections can also be requested in lieu of the virtual inspection. It is the permit holder's responsibility to notify the Building Department when the project is ready for an inspection. If a contractor is requesting an inspection, it is the contractor's responsibility to notify the building's occupant of the date of the inspection. The contractor should make the occupant aware that a Building Inspector will be visiting their property.

Same day inspection requests are not accepted. Inspections must be requested at least one day in advance and can be requested up until midnight the night before the inspection is needed. We cannot guarantee AM or PM time frames. Make sure your project is ready for inspection by the day it is scheduled. There is a \$45.00 re-inspection fee if your project is not ready for inspection when the inspector arrives.

ADDITIONAL INSPECTION INFORMATION:

- Inspections are performed to verify compliance with minimum standards of the applicable building codes and supplemental codes. You may view adopted codes on the Building Department website.
- The Baldwin County Building Department does not provide verification that the construction will qualify for any certification programs.
- Inspections required for certification programs must be performed by third party inspectors in accordance with program certification requirements.



RE-ROOFING REQUIREMENTS FROM THE BALDWIN COUNTY SUPPLEMENTAL CODE
(This is in addition to the applicable 2018 International Residential Code Requirements.)

For existing structures (other than manufactured homes) located in the Baldwin County building permit jurisdiction, the repair or replacement of roof coverings and underlayment shall require Re-Roofing Permits.

ASPHALT SHINGLES – REQUIREMENTS:
Wind Speed: 130 mph or greater

Shingle Testing Standard/Classification: ASTM D7158 Class H or ASTM D3161 Class F

1. For existing structures, the replacement of roof covering and underlayment shall require a Re-Roofing Permit from the Baldwin County Building Department. All roof coverings and underlayment shall be removed (exception #10 and #11 below) and any roof decking attached with staples or nailing pattern less than 6 inches O.C. edge and 6 inches O.C. intermediate shall be re-nailed with #8 ring shank nails to meet 6 inches O.C. edge and intermediate.
2. Asphalt shingles shall be installed according to the manufacturer's installation instructions for High Wind Areas with minimum 6 nails.
3. All asphalt shingle roof covering underlayment shall be of a synthetic tear resistant polypropylene, polyester or fiberglass fabric certified by an approved testing agency or ICC-ES report. The Building Official may approve an equal or higher performing product. Asphalt felt roofing underlayment shall not be installed as a roof covering underlayment. a. Roof underlayment shall be installed and fastened in accordance with the manufacturer's installation instructions. NOTE – Most manufacturers do not allow staples as an approved fastener or staple button caps
4. **All Aluminum/Vinyl Soffit covering shall be attached to minimum 7/16 OSB or plywood or minimum 2 x 2 wood supports 8 inches O.C. maximum.**
5. **Roof deck sheathing seams shall be taped with minimum 4-inch Peel and Stick tape meeting ASTM D-1970, or sheathing seams and each side of roof support shall be sealed with closed cell foam meeting ASTM D-1622, other equal or greater methods may be approved by the Building Official.**
6. Metal roof covering shall be installed per manufacturer's installation instructions for High Wind Zone minimum fastening requirements: Metal roof covering shall be fastened to roof assembly with a maximum 2-foot O.C. spacing of fasteners in the length dimensions of the panels. Minimum number of fasteners in width dimension of the panel shall be no less than 4.
7. 1 x 4 or 2 x 4 wood purlins for attachment of metal roof coverings shall be a maximum 2 feet O.C. Wood purlins shall be nailed with a minimum two deformed (spiral, ring shank) #16D nails at maximum of 24 inches O.C..
8. Roof decks shall be nailed in accordance with the engineered drawings but no less than 6 inches O.C. maximum intermediate and edge, with minimum 8d irregular shank (i.e., ring shank or spiral) nails with full round heads. Staples are not permitted for fastening of the roof decking.
9. Roof deck seams shall be taped with a minimum 4-inch Peel and Stick tape meeting ASTM D-1970 or entire roof deck covered and sealed with peel and stick underlayment meeting ASTM D-1970 or closed cell foam meeting ASTM D-1622 may be applied underneath to each side of framing member and sheathing seams to achieve a sealed roof deck.
10. Metal Galvalume Roof Cover will be allowed over one layer of shingles.
11. One layer of additional shingles will be allowed over one layer of existing 3-tab shingles