**Re-Roof Plan Submittal and Inspection**

**Purpose:** This policy outlines the plan submittal and inspection procedures for Re-Roofing in accordance with the current edition of the Ohio Building Code. This policy is designed to ensure the safety and compliance of Roofing installations within the jurisdiction of the City of Powell.

1. **Re-Roofing General Requirements:**
* All Roofing material must be installed and inspected in accordance with the respective code requirements and this policy, prior to the issuance of a Certificate of Occupancy.
* Completed Roofing Data Worksheet is required.
* Community-Connection is available online in order to upload pertinent documents
* The Application will be electronically invoiced and following payment your documents will be emailed.
* Permit fees are collected when the permit is ready to be picked up.
1. **Re-Roofing Design:**
* The roofing material shall be the same as what was previously installed. If roofing material is changed, roof must be constructed to support the additional loads imposed by the roofing material per the Design Professional of Record.
* Re-Roof submittal shall include plan view drawing of the existing roof detailing the roof pitch in all areas of installation, hips, valleys, ridges and Chimney.
1. **Re-Roofing Installation:**
* Pictures (PDF Format) throughout the duration of the project will be required to be submitted prior to the final inspection. *The List of required photos must include:*
1. Verification of address-street view of the house or business and any pertinent structure.
2. Photos of felt paper and ice guard at the eaves.
3. Photos of flashing
4. Roof pitch at all areas of installation including over-hang showing 24” requirement.
5. Valleys showing ice-guard type products or adhere to ORC Chapter 9, sec.905.2.8
* Roof and wall penetrations shall be flashed and sealed in accordance with pertinent code requirements to prevent entry of water, rodents and insects.
1. **Re-Roof Inspections:**
* Requests for inspections must be made no later than 3 pm on the day before the scheduled inspection.
* The contractor shall provide photos from the list above and download them to the permit file prior to scheduling a FINAL INSPECTION with the City of Powell’s Building Department.

*Inspection Line 614-802-1200 or online at* [*www.cityofpowell.us*](http://www.cityofpowell.us)

* Zoning final inspection required prior to a Building Final inspection.
* The Building Official may approve the Building Final inspection per the photographs submitted.
* The Building Official may also choose to accept special inspections and tests by an approved agency.

**Note:** This policy ensures that Roofing Systems within our jurisdiction are inspected thoroughly to meet safety standards and code compliance. Building Inspectors must adhere to these guidelines to ensure the safety of occupants and property.

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