

Photo Roof Inspection Process

The primary option to in-person roof inspections (*including Mid-Roof*) inspections may now be conducted through photo documentation provided to the Westminster Building Division. ***Scheduling your inspection will remain the same and must be requested through TRAKiT.***

For photo virtual inspections, photo documentation (as listed below) must be uploaded to your permit (in TRAKiT's attachments section) prior to your scheduled inspection date. *Failure to do so will result in a failed inspection and you will need to schedule a new inspection through TRAKiT.*

Additional documentation may be requested, such as class A listed assembly, wind design or material specifications. Please have this documentation readily available upon request. All photos and documents provided must be clear and of high resolution.

Common tools required in photos may include a pitch gauge or a measuring tape.

Final Roof photo requirement checklist

- Street view with visible address numbers
- Overall roof views
- Material labels showing ASTM classification
- All flashings and penetrations
- Measured curb heights and crickets
- Sampling of rake edge, nail-head sealing and parapet capping

Mid-Roof photo requirement checklist

- Street view with visible address numbers
- Overall roof views
- Class A documentation
- In process photo of underlayment and fastening
- Ultimate wind speed design documentation (per city "Design Criteria for Structures")

Mid-roof inspections are Not required for asphalt shingles

City inspectors reserve the right to request an in-person inspection if photo documentation requirements are not met. (Please note, for in-person inspections, all ladders will need to be set, secured, and the roof free of rain, frost, ice and snow. All **inspection results** will be posted and can be viewed in the contractor's portal in TRAKiT.