



[www.polk-county.net](http://www.polk-county.net)

**Office of Planning and Development**

Building Division  
330 W. Church St.  
P.O. Box 9005, Drawer GM02  
Bartow, FL 33831-9005  
(863)534-6080

**ROOF**

**AFFIDAVIT**

In-Progress: Contractors or Owner Builders must schedule an In-Progress inspection for the day the work is being performed. A complete affidavit must be on the job site at the time of final inspection.

Virtual Inspection Options – Roof inspections can be performed virtually by using Polk County’s “VuSpex” app which can be accessed through the Building Division’s website <https://www.polk-county.net/building/virtual-inspections>.

Permit Number: \_\_\_\_\_ Job Site Contact Phone Number: \_\_\_\_\_

Site Address: \_\_\_\_\_

Contractor, Owner Builder Name: \_\_\_\_\_ Contractor License #: \_\_\_\_\_

Nail schedule of purling and/or re-nailing of decking: \_\_\_\_\_

Amount of Framing/Sheathing Repair: \_\_\_\_\_

Specifications & type of underlayment overlap and roof pitch: \_\_\_\_\_

Sealed edges, objects, and valleys, valley material type with a minimum of four-inch (4”) flashing cement:

\_\_\_\_\_  
\_\_\_\_\_

Nail schedule for eve drip, metal, roof shingles: \_\_\_\_\_

Roof Vent Types and Quantities: Gas \_\_\_\_ Plumbing \_\_\_\_ Dryer \_\_\_\_ Range \_\_\_\_ Bath \_\_\_\_

Attic Ventilation: On Ridge \_\_\_\_ Off Ridge \_\_\_\_ Date: Work Performed: \_\_\_\_\_

Print: \_\_\_\_\_ Signed \_\_\_\_\_

**STATE OF FLORIDA COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me by means of \_\_\_\_ physical presence or \_\_\_\_ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who \_\_\_\_ is personally known to me or \_\_\_\_ has produced \_\_\_\_\_ as identification.

(AFFIX NOTARY SEAL)

Notary Public Signature \_\_\_\_\_

Print Notary Name \_\_\_\_\_

My Commission Expires \_\_\_\_\_