

DEPARTMENT OF PUBLIC WORKS
Office of the Director



December 17, 2002

MEMORANDUM

Bulletin G-34-02

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.
 Chief, Building Inspection Division

RE: **Residential Inspection Procedures**

We have been performing the Roof/Wall Sheathing (63) and Dry-in (64) inspections for several months now and have come up with a few changes that will better serve our customers. The following policy changes will be effective immediately:

1. Shingles **may** be loaded on the roof prior to the roof/wall sheathing inspection as long as they are kept a minimum of five feet (5') from a gable, and not placed where any valley metal is required. If deficiencies are found during the roof sheathing inspection, you may need to remove or relocate the shingles in order for the inspector to confirm that the rest of the roof sheathing is nailed properly.
2. Windows **may** be installed on either the roof/wall sheathing inspection or the dry-in inspection. In order for this to be acceptable, the wall sheathing around flanged windows **must** be fastened along the king studs outside the flanges. If the windows are inspected at the roof/wall sheathing inspection, the inspector **must** include a note in the computer record.

THG/mg

Xc : James Schock
 All Building Staff

