

## Re-Roofing Inspection Process

City of Fairburn Building Department  
314 NW Broad Street  
Fairburn GA 30213  
770-964-2244 Ext. 401

Dear Customer,

Re-roofing projects (commercial and residential) within the City of Fairburn require a permit and inspections. Please provide proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. Once you have the permit on site, you may schedule an inspection by email at [inspection@fairburn.com](mailto:inspection@fairburn.com). Please include any special instructions (call ahead, lock box codes, etc.), permit number, address, type of inspection and a contact number. Inspections received by 4:00pm will be conducted the next regular day of business, excluding holidays or inclement weather. Photos are required to be provided of the felt, replaced decking, flashing and dripedge. These may be emailed with your request for final inspection. Once the inspection is complete and approved, the inspector will sign the permit card. Should the inspection fail, a correction notice will be left on site. The permit must be posted on site to get an inspection.

Note: please refer to the manufacturer's installation instructions for your roofing product. Some manufacturers will not accept metal valley flashing and require the 36" wide "ice and water" adhesive membrane be installed. Commercial TPO type roofs will also require the manufacturer to inspect and provide an acceptance and approval letter for their warranty.

Sincerely,

Brian Epstein  
Building Official

