



ROOF REPAIR CHECKLIST

This checklist provides a guide to making repairs to a FORTIFIED roof and how to document that the repairs comply with the FORTIFIED construction standards.

Version 2022.1

INTRODUCTION

FORTIFIED Home is a voluntary set of construction standards designed to strengthen homes against specific types of severe weather such as tornadoes, hailstorms, and hurricanes.

Each of the three levels of FORTIFIED protection requires multiple layers of defenses to prevent a cascade of damage. However, no home is 100% “hurricane-proof,” “tornado-proof” or even “stormproof.” While lab and real-world experience has proven FORTIFIED to be remarkably effective at limiting storm damage, we do expect some homes with FORTIFIED designations to experience limited damage during extreme weather.

The checklist that follows provides a guide to repairing and documenting roofs that have a FORTIFIED designation. Please note, the checklist makes frequent reference to the FORTIFIED Roof™ Standard Details, which can be found at <https://fortifiedhome.org/technical-documents/>.



Note: Check with local building department and/or local ordinance(s) which may limit the size of the repair based on square footage or the percentage of roof damaged.

DOCUMENTATION OF REPAIRS IS REQUIRED

In order to ensure FORTIFIED homes continue to provide the designed protection from severe weather, the home must be repaired in compliance with the standards, and documentation must be provided to IBHS.

- For non-roof damage, a certified FORTIFIED evaluator must be engaged. The evaluator will work with IBHS to address these individual situations on a case-by-case basis.
- For Roof Replacements, a certified FORTIFIED Evaluator must be engaged, and upon successful completion, a new FORTIFIED designation will be issued.
- For Roof repairs, a certified FORTIFIED Roofing Contractor can complete the repairs and submit documentation. If a homeowner elects to use a non-FORTIFIED trained Roofing Contractor, then a certified FORTIFIED evaluator must be engaged to submit required documentation. If the repairs meet the FORTIFIED standards, IBHS will issue a Notice of Continuation.

VERIFICATION IS A KEY COMPONENT TO FORTIFIED

FORTIFIED Homeowners have peace-of-mind when storms hit, in part, because they trust IBHS research has guided them to implement the most critical upgrades to protect their homes from severe weather. That confidence is enhanced by the verification required to achieve a FORTIFIED designation at any level (Roof, Silver or Gold). The documentation provided enables IBHS to enforce the FORTIFIED standards. Requiring appropriate and adequate documentation ensures that sufficiently rated, FORTIFIED-compliant materials are used and installed in compliance with both the FORTIFIED standards and manufacturer requirements. This verification process is equally important during the repair process as it is during initial designation.

GUIDELINES FOR SUBMITTING DOCUMENTATION

Failure to submit adequate or acceptable documentation of a repair may result in the denial of a FORTIFIED re-designation. Therefore, it is critical to determine who is responsible for collecting the necessary photos and documents. Once submitted, the IBHS audit team will review the documentation to determine if a Notice of Continuation can be issued. To make the process work smoothly, please follow these guidelines:


- **ALL PHOTOS MUST BE SITE SPECIFIC verified by geolocation stamp or home address visible in photo**
- Photos should be well lit and in focus
- Documents and photos must be legible and easily deciphered
- When necessary, label documentation to provide clarity
- Photos should clearly show what is intended to be documented
- All documents and photos should be oriented correctly to be viewed or read without rotating

[CLICK HERE TO SUBMIT DOCUMENTATION](#)



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To be used in conjunction with [FORTIFIED Roof Standard Details](#)

- ☐ Document overall area of damage
 - Documentation: 4 elevation photos; one from each face of the dwelling
 - Documentation: 4 photos minimum showing location and scope of damage
 - Documentation: 1 photo minimum illustrating the size of the repair in square feet
-  Note: Any undocumented changes to the roof or roof-mounted equipment observed during IBHS review may affect the home's designation status.
- ☐ Verify No Structural Members are Damaged
 - If damaged, a FORTIFIED Evaluator must be engaged
 - For minor damage, refer to prescriptive detail [F-RR-2](#)
 - For damage beyond the limits of F-RR-2, a professional engineer will need to assess the damage and provide repair design
 - Documentation: Engineer's signed, and sealed repair design and photos of installed repair must be provided to IBHS.
- ☐ If roof sheathing is damaged, Verify New/Replaced Roof Deck Thickness
 - Verify new/replaced roof deck meets FORTIFIED minimum thickness requirements. Refer to [F-RS-1](#), [F-RS-2](#), and [F-RS-3](#)
 - Documentation: 1 photo per each panel of new/replaced sheathing type and thickness. i.e., plywood/OSB grade stamp
- ☐ If roof sheathing is damaged, Verify New/Replaced Roof Deck Attachment is installed per [F-RR-1](#)
 - Documentation: 1 photo of fastener used or of carton label
 - Documentation: 1 photo per replaced panel showing max. nail spacing along panel edges and in the field. Stage photos to include tape measure showing nail spacing OR identify min. 9 nails in a 4' span. Circle nails or make tic marks to identify nails in the photos
- ☐ If SRD is damaged, Verify Sealed Roof Deck Repair
 - For taped seams, damaged tape must be removed, and new tape must be applied over affected seams
 - All damaged sections of underlayment must be repaired in accordance with product manufacturer specifications
 - Documentation: 1 photo of each area of repaired SRD. Take photos after seams are taped or the fully adhered membrane is installed and before underlayment or bond break is installed.
 - Documentation: 1 photo of underlayment label
 - Documentation: 1 photo showing underlayment installation with nails/nailing pattern.
- ☐ If damaged, Verify damaged drip edge has been removed and replaced with new drip edge and installed per [F-DE-1](#) (Hurricane) or [F-DE-3](#) (High Wind)
 - Documentation: 1 photo per replaced section showing installation of replaced drip edge including overlaps and nailing pattern



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To be used in conjunction with [FORTIFIED Roof Standard Details](#)

- ☐ If damaged, Verify installation of flashing at roof cover interruptions and terminations.
- ☐ If Steep Slope Roof Cover is damaged: Verify Roof Cover Repair and Attachment

- Damaged sections of roof cover must be repaired in accordance with manufacturer specifications
- Documentation: 1 photo of shingle packaging showing shingle class/rating. For metal, tile or other, provide approved certified test report(s) and engineering documentation
- Documentation: For shingle roofs, 1 photo minimum of starter strip installation
- Documentation: 1 photo of each section of roof replaced
- **For Hail Supplement: Verify Hail Impact Rating of new roof cover (refer to Section 7.2 of the 2020 FORTIFIED Home Standard).**



- ☐ If Low Slope Roof Cover is damaged: Verify Roof Cover Repair and Attachment
 - Damaged sections of roof cover must be repaired in accordance with manufacturer specifications
 - Documentation: provide approved certified test report(s) and engineering documentation
 - Documentation: 1 photo of each section of roof replaced
 - **For Hail Supplement: Verify Hail Impact Rating of new roof cover (refer to Section 7.3 of the 2020 FORTIFIED Home Standard).**



- ☐ Hurricane Only: If damaged, replace damaged attic vents and covers with new units that meet TAS 100 (A)
 - Documentation: 1 photo of package or delivery ticket or invoice w/ address of project showing that new roof mounted vents meet TAS 100 (A)
 - Documentation: 1 photo of each new gable end vent w/ temporary cover and installed permanent hardware
- ☐ If a Photovoltaic (PV) system, for which documentation has already been submitted to IBHS, is present and any unit is damaged or must otherwise need to be removed and/or reset, a FORTIFIED Evaluator must be engaged (refer to Section 3.4 of the 2020 FORTIFIED Home Standard).
 - Evaluators - take photos of the damage and the PV unit-to-roof connections and contact IBHS for further guidance
 - **For Hail Supplement: If damaged, verify new PV System Impact Rating (refer to Section 7.5 of the 2020 FORTIFIED Home Standard)**



- ☐ **For Hail Supplement: If Skylights present and damaged, replace with new impact rated skylights, Verify Impact Rating (refer to Section 7.4 of the 2020 FORTIFIED Home Standard).**
 - Documentation: 1 photo showing impact rating of skylight if applicable



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CONFIRMATION OF COMPLETION

TO BE COMPLETED BY ROOFING CONTRACTOR

I certify that the above information is true and accurate to the best of my knowledge as of the date shown below and I understand that false or fraudulent information with the intent to deceive will be reported under insurance fraud guidelines.

Signature: _____ Date: _____

Printed Name: _____

Company: _____

Phone Number: _____

Address: _____

City: _____ State: _____ ZIP: _____

License or Registration Number: _____

[CLICK HERE TO SUBMIT DOCUMENTATION](#)