DOCUMENTATION REQUIREMENTS

FOR ALL LEVELS OF FORTIFIED HOME™
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 multiplied by the independent third-party verification required to achieve a FORTIFIED designation at any level (Roof, Silver or Gold).

The documentation provided by certified FORTIFIED Evaluators enables IBHS to enforce the FORTIFIED standards. Requiring appropriate and adequate documentation ensures that adequately rated, FORTIFIED-compliant materials are used and installed in compliance with both the FORTIFIED standards and manufacturer requirements.

DOCUMENTATION IS MORE THAN TAKING PICTURES

While photos are an extremely important method of verifying FORTIFIED requirements at a homesite, they only represent a portion of the documentation required for a FORTIFIED designation. Depending on designation level, installation documentation may include the following:

- Photo documentation of product packaging
- Photo documentation of installation
- Certified testing reports and/or manufacturer installation instructions for certain products
- FORTIFIED Compliance Forms
- Additional documentation which may be required depending on individual specific site conditions and design elements

GUIDELINES FOR SUBMITTING DOCUMENTATION

Failure to submit adequate or acceptable documentation may result in the denial of a FORTIFIED designation. Therefore, it is critical that the evaluator and the contractor each have a clear understanding of who is responsible for collecting the necessary photos and documents. Once compiled and submitted by the evaluator, the IBHS audit team will review the documentation to determine if a FORTIFIED designation can be issued. To make the process work smoothly, please follow these rules:

- Submitted documentation must be unique to the site address receiving a designation
- 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, so they can be viewed/read without rotating

USE THE RIGHT CHECKLIST

When using this document as a guide, it is important that you complete the right checklist(s). It may help to remember that, like the levels of FORTIFIED, the checklists build upon one another. So, if you are providing documentation for a FORTIFIED Roof designation, you only need to use the appropriate Roof checklist. However, if you are submitting documentation for a FORTIFIED Gold designation, then you will need to complete: the appropriate Roof checklist, the Silver checklist AND the Gold checklist.

For convenience, the FORTIFIED Roof checklist for new roofs is also available as a separate document.
Verify dwelling type is eligible.
   Documentation: 4 elevation photos, one from each side of dwelling.

Verify foundation qualifies
   Documentation: For slab on grade and stem-wall foundations 1 photo min. For other types of foundations, 4 photos minimum showing foundation type and positive connections to structure.

Verify Roof Structural Member Spacing and Condition

Verify Roof Deck and Roof Cover
   Documentation: 1 photo of sheathing type and thickness. i.e. plywood/OSB grade stamp
   Documentation: 4 finished elevation photos, one from each side of home showing installed roof cover
   Documentation: 1 photo showing existing fasteners (shiners)
   Documentation: 4 photos from different locations showing existing spacing as determined by a metal scanner from within attic.

For Hail Supplement: Verify Roof Cover Impact Rating

Verify Sealed Roof Deck (SRD)
   Documentation: (If Spray Foam): Document from the installing contractor identifying the manufacturer/product.
   Documentation: Minimum 4 photos of different areas of closed cell foam installation.
   Documentation: (If Verifying Existing Underlayment): 4 photos of SRD captured before underlayment and roof cover were installed

Hurricane Only: Verify Attic Vents and Covers
   Documentation: 1 photo of package or delivery ticket or invoice w/address of project showing that roof mounted vents meet TAS 100 (A)
   Documentation: 1 photo of each gable end vent w/temporary cover and installed permanent hardware

Verify Photovoltaic (PV) Systems, if present
   Documentation: Letter of compliance from professional engineer as described in FORTIFIED Standard

For Hail Supplement: Verify PV System Impact Rating

For Hail Supplement: If Skylights present, Verify Impact Rating
   Documentation: 1 photo showing impact rating of skylight

Verify Roof Installation Compliance
   Documentation: Completed and Signed Roofing Compliance Form
NEW ROOF CHECKLIST

- Verify dwelling type is eligible
  - Documentation: 4 elevation photos, one from each side of dwelling.

- Verify foundation qualifies
  - Documentation: For slab on grade and stem-wall foundations 1 photo min. For other types of foundations, 4 photos minimum showing foundation type and positive connections to structure.

- Verify Roof Deck Thickness
  - Documentation: 1 photo of sheathing type and thickness. i.e. plywood/OSB grade stamp

- If New Roof Deck: Verify Roof Deck Attachment
  - Documentation: 1 photo of fastener used or of carton label
  - Documentation: 4 photos showing max. nail spacing over 4 consecutive trusses/rafters along panel edges and in the field in 4 different locations on the roof. 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 Existing Roof Deck: Inspection of Deck and Verify Attachment
  - Documentation: 1 photo of fastener used or of carton label
  - Documentation: 4 photos showing max. nail spacing over 4 consecutive trusses/rafters along panel edges and in the field in 4 different locations on the roof. 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.

- Verify Sealed Roof Deck
  - Documentation: 1 photo per elevation (Total of 4) of 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.

- Verify Drip Edge
  - Documentation: 1 photo showing installation of drip edge including overlaps and nailing pattern

- Verify installation of flashing at roof cover interruptions and terminations.

- If Steep Slope: Verify Roof Cover and Attachment
  - 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 of starter strip installation
  - Documentation: 4 finished elevation photos from each side of the home showing installed roof cover.

- For Hail Supplement: Verify Roof Cover Impact Rating
NEW ROOF CHECKLIST

☐ If Low Slope: Verify Roof Cover and Attachment
   ☐ Documentation: provide approved certified test report(s) and engineering documentation
   ☐ Documentation: 4 finished elevation photos from each side of the home showing installed roof cover.

☐ For Hail Supplement: Verify Roof Cover Impact Rating

☐ Hurricane Only: Verify Attic Vents and Covers
   ☐ Documentation: 1 photo of package or delivery ticket or invoice w/address of project showing that roof mounted vents meet TAS 100 (A)
   ☐ Documentation: 1 photo of each gable end vent w/temporary cover and installed permanent hardware

☐ Verify Photovoltaic (PV) Systems, if present
   ☐ Documentation: Letter of compliance from professional engineer as described in FORTIFIED Standard

☐ For Hail Supplement: Verify PV System Impact Rating

☐ For Hail Supplement: If Skylights present, Verify Impact Rating
   ☐ Documentation: 1 photo showing impact rating of skylight if applicable

☐ Verify Roof Installation Compliance
   ☐ Documentation: Completed and Signed Roofing Compliance Form
Verify FORTIFIED Roof requirements are met

**Hurricane Only: Verify Windows and Skylights are protected from debris impact damage**

- Documentation: 1 photo showing impact protection (storm panel/cover or impact rating) for each type of window
- Documentation: 1 photo showing impact rating of skylight if applicable
- Documentation: 1 photo of label showing impact rating of each installed opening protection system if applicable
- Documentation: 1 photo showing permanent anchor installation for temporary protection systems if applicable
- Documentation: 1 photo of storm panel material stored on site.

**Hurricane Only: Verify Entry Doors are protected from debris impact damage**

- Documentation: 1 photo showing impact rating of door (if not covered by opening protection system)
- Documentation: 1 photo of label showing impact rating of each installed opening protection system if applicable
- Documentation: 1 photo showing permanent anchor installation for temporary protection systems if applicable

**Hurricane Only: Verify Garage Doors are Design Pressure (DP) rated and protected from debris impact damage**

- Documentation: 1 photo of label with DP rating OR alternate documentation showing DP rating
- Documentation: 1 photo showing impact rating if door contains windows (if not covered by opening protection system)
- Documentation: 1 photo of label showing impact rating of each installed opening protection system if applicable
- Documentation: 1 photo showing permanent anchor installation for temporary protection systems if applicable

- Verify Gable End Wall Sheathing
  - Documentation: 1 photo of sheathing type and thickness. i.e. plywood/OSB grade stamp

- Verify Gable End Wall Framing and Bracing (if applicable)
  - Documentation: 1 photo per gable of gable bracing showing bracing at top and bottom and connection to supporting wall below.
  - Documentation: If gable end bracing is per engineered design, submit Gable End Bracing Engineering Compliance Form and Installation Compliance Form.
  - Documentation: If gable end bracing is prescriptive, submit Gable End Bracing Installation Compliance Form only.
Hurricane Only: Verify Gable End Overhang Construction
- Documentation: 1 photo showing outlooker framing or engineered alternative framing for overhangs greater than 12" showing connection at the adjacent roof framing and at the top of exterior gable end wall.

Hurricane Only: Verify Vented Gable End Rake Soffits
- Documentation: 1 photo of each gable overhang showing open/closed/vented/unvented, type of material used, and depth with tape measure or other means to show actual dimension.

Hurricane Only: Verify Soffits
- Documentation: 1 photo showing installation of intermediate nailer for vinyl/aluminum soffits over 12"

High Wind Only: Verify Chimney Connections
- Documentation: 1 photo from below roof deck showing chimney framing and connections to structure.

Verify Attached Structure Connections
- Documentation: 1 photo showing roof framing to beam connection
- Documentation: 1 photo showing beam to column connection
- Documentation: 1 photo showing columns to foundation or structure below
For use on new or existing construction with FORTIFIED Roof and Silver checklists.

- **Verify FORTIFIED Roof and FORTIFIED Silver requirements are met**
- **Hurricane Only: Verify Design Pressure Rating (DP) of Windows and Doors**
  - Documentation: 1 photo of label showing DP rating of each type of window
  - Documentation: 1 photo of label showing DP rating of each type of door
- **High Wind Only: Verify Garage Doors are DP rated**
  - Documentation: 1 photo showing label with DP rating of door OR alternate documentation of DP rating
- **Hurricane Only: Verify Chimney Connections**
  - Documentation: 1 photo from below roof deck showing chimney framing and connections to structure.
- **If New Home: Verify Continuous Load Path (CLP)**
  - Documentation: Submit CLP Engineering Compliance Form and CLP Installation Compliance Form as applicable
  - Documentation: Submit Gable End Bracing Engineering Compliance Form and Installation Compliance Form as applicable
  - Documentation: 1 photo of each type of roof-to-wall connection
  - Documentation: 1 photo of each type of wall above to wall below connection
  - Documentation: 1 photo of each type of lower wall to foundation connection
- **High Wind Only - if No Engineer: Submit Attached Structure Compliance Form if applicable**
- **If Existing Home: Verify Continuous Load Path (CLP) Retrofit**
  - Documentation: Complete and Submit CLP Engineering Compliance Form and CLP Installation Compliance Forms as applicable
  - Documentation: Submit Gable End Bracing Engineering Compliance Form if applicable and Installation Compliance Forms as applicable
  - Documentation: 1 photo of each type of roof-to-wall connection
  - Documentation: 1 photo of each type of wall above to wall below connection
  - Documentation: 1 photo of each type of lower wall to foundation connection