

**ROOF INSPECTION AND CERTIFICATION  
PROCEDURES MANUAL  
FOR  
TEXAS WINDSTORM INSURANCE ASSOCIATION  
ELIGIBILITY  
BY  
TEMPORARY QUALIFIED INSPECTORS  
IN  
JEFFERSON AND CHAMBERS COUNTIES, TEXAS**

Prepared by

**The Texas Department of Insurance  
Inspections Division  
Engineering Services/Windstorm Inspections**

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## PREFACE

This manual was written for educating and training Temporary Qualified Inspectors to perform re-roof inspections of residential structures seeking eligibility for Texas Windstorm Insurance Association (TWIA) insurance in Chambers and Jefferson counties, Texas. The manual is based on the roofing requirements of the 2003 International Residential Code, with Texas Revisions (2003 IRC), the 2003 International Building Code, with Texas Revisions (2003 IBC), and Texas Department of Insurance (TDI) prescribed inspection procedures.

For questions regarding the completion of the Application for Certificate of Compliance, Form WPI-1, or the Inspection Verification, Modified Forms WPI-7 and WPI-2 for Temporary Appointee, form please contact the Texas Department of Insurance, Inspections Division, Windstorm Intake at 1-800-248-6032, Option 1.

For Correspondence: Texas Department of Insurance  
Inspections Division /Windstorm Intake  
P.O. Box 149104, MC103-1E  
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For questions regarding the Temporary Qualified Inspector (TQI) appointment, inspection of re-roof, roof vent, and skylight installations, TDI product evaluations, or AAMA/WDMA 101/I.S.2/NAFS, ASTM E 1996, ASTM E 1886, and AAMA 506 labeling of skylights, please contact the Texas Department of Insurance, Inspections Division, Engineering Services at 1-800-248-6032, Option 2.

For Correspondence: Texas Department of Insurance  
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## I. General Information Regarding the Temporary Qualified Inspector Program

### A. Minimum qualifications for a Temporary Qualified Inspector (TQI)

The rule (28 TAC §5.4606) for Temporary Appointment of Qualified Inspectors specifies qualifications, requirements, and procedures for the appointment for a temporary period of persons to perform windstorm re-roof inspections of residential structures in Jefferson and/or Chambers counties of Texas. Appointment as a TQI is valid until December 31, 2006, unless extended by the Department based on demonstrated need in Jefferson or Chambers counties. You can access the rule in the Texas Administrative Code (TAC) on the TDI website at: [www.tdi.state.tx.us](http://www.tdi.state.tx.us), select the "Windstorm" link on the right side of the screen to access the Windstorm Inspections Program page, look under the "Appointment of Temporary Qualified Inspectors" heading, and select the "28 TAC §5.4606" link.

The following persons are eligible to apply for a Temporary Appointment as a Qualified Inspector:

1. A person who is certified as a Coastal Construction Inspector by the International Code Council (ICC) and who has at least two years construction, design, or inspection experience on buildings or structures located in high wind areas. Such persons may include individuals employed full-time by a municipality in Texas.
2. A Texas registered Architect with construction, design or inspection experience on buildings located in high wind areas.
3. A person with experience, education or training in programs at an accredited university, which shall include at a minimum successful completion of at least two years of technical or university training in the field of civil or architectural engineering, the field of architecture, or the field of construction technology or construction science, and at least two years of construction, design, or inspection experience on buildings or structures located in high wind areas.

### B. TQI inspection of structures

1. A TQI is only authorized to perform re-roof inspections of residential structures during the construction process on risks that could be considered insurable property for windstorm and hail insurance coverage through the Texas Windstorm Insurance Association (TWIA) in Jefferson and Chambers counties. Please note that maps of the catastrophe zones in Jefferson and Chambers counties can be found on the TDI website at: [www.tdi.state.tx.us](http://www.tdi.state.tx.us), select the "Windstorm" link on the right side of the screen to access the Windstorm Inspections Program page, look under the "The Program" heading, and select the "Designated Catastrophe Areas" link.
2. A TQI is not authorized to perform re-roof inspections of the following structures.
  - a. Non-residential structures.
  - b. Apartment building re-roofs.
  - c. Condominium building re-roofs.
  - d. Townhouse building re-roofs.
  - e. Structures located in an area included in the Coastal Barrier Resources System as designated by the Coastal Barrier Resources Act (COBRA).

3. A Temporary Qualified Inspector is prohibited from delegating inspection duties under §5.4606(j) to any other person.
4. Items that do not require inspection. The complete list may be found on the TDI Windstorm Inspections Program website at [www.tdi.state.tx.us](http://www.tdi.state.tx.us), select the "Windstorm" link on the right side of the screen to access the Windstorm Inspections Program page, look under "The Program" heading, and select the "No Inspection Required" link.
  - a. Repairs to roof coverings less than 100 square feet in area.
  - b. Repairs or replacement of gutters.
  - c. Repairs to fascia.
  - d. Painting, carpeting, and refinishing.
  - e. Repairs to soffits less than 24 inches wide.

C. Reference materials for TQI inspection

1. 2003 International Residential Code (IRC), with 2003 Texas Revisions.
2. ASCE 7-02, *Minimum Design Loads for Buildings and Other Structures*.
3. American Forest and Paper Association (AF&PA), *Wood Frame Construction Manual for One- and Two-Family Dwellings* (WFCM), 2001 Edition.
4. Southern Building Code Congress International, *Standard for Hurricane Resistant Residential Construction* (SSTD 10-99), 1999 Edition.
5. The List of Asphalt Shingles that Conform to ASTM D 3161, Modified to 110 mph (asphalt shingle list).
6. The TDI product evaluation index and product evaluations for roof coverings, roof vents, and skylights (TDI product evaluations).
7. International Code Council (ICC) evaluation reports.

**Note:** The reference materials, or sources for obtaining them, can be found on the TDI Windstorm Inspections Program website. Sources for the IRC, WFCM, SSTD 10-99, and ICC evaluation reports are under the "Related Links" heading, select the "International Code Council" link. The 2003 Texas Revisions to the IRC is under the "Building Codes" heading. The asphalt shingles list and the TDI product evaluations are under the "Building Products" heading. Contact the American Society of Civil Engineers (<http://www.asce.org/asce.cfm>) for ASCE 7-02.

**II. Determine If Inspection by a TQI Is Authorized**

- A. Initial questions to determine the location of the structure, and the scope and status of the repair work.
  1. If the structure is located in Chambers or Jefferson counties, Texas, then continue to item 2 below. If the structure is located outside Chambers and Jefferson counties, then a TQI is not authorized to inspect the structure.
  2. If the repair to the structure is a re-roof of a residential structure during the construction process, then continue to item 3 below. If the repair is not a re-roof of a residential structure during the construction process, or an item not requiring inspection, then a TQI is not authorized to inspect the structure.

3. Use the following criteria to determine if the status of the roof repair is beyond where a TQI inspection is authorized.
  - a. If the re-roof of the structure is already completed, then a TQI is not authorized to inspect the structure.
  - b. If underlayment installation cannot be inspected sufficiently to determine that the product, overlap, and nailing comply with the 2003 IRC and the shingle manufacturer's installation instructions, then a TQI is not authorized to inspect the structure.
  - c. If any new roof decking is installed on the structure, then inspection of the roof deck product, fastening, and orientation is required, or a TQI is not authorized to inspect the structure.
4. TQI inspections are limited to the following roof covering materials, roof vents, and skylights, or a TQI is not authorized to inspect the structure.
  - a. Asphalt shingles that conform to ASTM D 3161, modified to 110 mph.
  - b. Other roof covering systems evaluated by the TDI or ICC for 2003 IRC and Texas Revisions.
  - c. Roof vents evaluated by the TDI or ICC for 2003 IRC and Texas Revisions.
  - d. Skylights evaluated by the TDI or ICC for 2003 IRC and Texas Revisions, and if applicable, windborne debris protection.

### **III. Completing the Application for Certificate of Compliance, Form WPI-1**

- A. A TQI shall complete one (1) Form WPI-1 for each structure re-roof inspected. The Form WPI -1 shall be completed and submitted to TDI as soon as the roofing contractor contacts the appointee for a re-roof inspection. The Form WPI-1 shall indicate which structure is located at the address indicated. The Form WPI-1 is available for download on the TDI Windstorm Inspections website, under the Forms heading.
  1. Complete the physical address, city limit, structure location, COBRA, owner, and builder/contractor blanks on the Form WPI-1. Enter the TQI's contact information and TDI Temporary Appointment Number in the engineer blanks.
  2. Ask the consumer or contractor about the type of building(s) to be re-roofed. Are there any detached buildings, buildings attached by a breezeway, attached patio covers or carports, or any other structure roof surfaces included in the scope of re-roof inspection?
    - a. When a residential structure, and a detached garage, carport, patio cover, or other building(s) are inspected, each detached structure requires submittal of a Form WPI-1.
    - b. When a residential structure with a garage attached by a breezeway is inspected, one Form WPI-1 submittal is required.
    - c. When a residential structure with an attached patio cover, carport, or other roof surface(s) are inspected, one Form WPI-1 submittal is required.
  3. After the number of independent structures to be inspected is determined, the type of inspection shall be determined.
    - a. If all roof surfaces on the building(s) applicable to a Form WPI-1 are re-roofed, then complete the Entire Re-Roof (Type) blank. Indicate if there is re-decking.

- b. If at least one roof surface on the building(s) applicable to a Form WPI-1 is not re-roofed, then complete the Partial Re-Roof (Type and Area) blank. Indicate if there is re-decking.
4. Record the date of application when the Form WPI-1 is completed and the commencement of construction date on the form.
5. Complete the submitter information on the Form WPI-1. The information should apply to the person who provided the information recorded on the form.
6. Each completed Form WPI-1 shall be submitted by facsimile (fax) or mail to the TDI windstorm intake unit in Austin, Texas. The form WPI-1(s) shall be sent to TDI as soon as possible after the application is taken from the consumer or contractor, and before the re-roof process begins. Please use the mail code (MC) and address, or fax telephone number on the top of the Form WPI-1. Please keep a copy of the Form WPI-1 for your records.

**Caution:** Please note that sometimes there is confusion regarding the difference between a certification for an entire re-roof application, versus a partial re-roof application of a structure. If a structure has an attached porch or carport, and only the roof covering on the primary structure, i.e. the sloped portion re-roofed with asphalt shingles, is replaced, then it shall be shown as a partial re-roof on the WPI-1. However, if both the roof covering on the primary the structure and the attached porch or carport is replaced, then it shall be shown as an entire re-roof on the WPI-1. Note the porch, carport or other structure must be physically attached to the primary structure, for this example.

**Note:** Please complete all entries on the Form WPI-1. Omitting critical information such as mailing addresses and telephone numbers may delay the processing of the application form and require the return of the Form WPI-1 to you for correction and re-submittal. See the Appendix for examples of completed Form WPI-1 and Inspection Verification, Modified Forms WPI-7 and WPI-2 for Temporary Appointee, forms.

#### IV. Preparing for the Inspection of the Structure(s)

##### A. Documents for inspection.

1. Transfer the appropriate information from the Form WPI-1 to the Inspection Verification, Modified Forms WPI-7 and WPI-2 for Temporary Appointee, form.
2. Locate the structure on a map and record the location for your inspection records.
3. The list of Asphalt Shingles that Conform to ASTM D 3161, Modified to 110 mph.
4. The TDI product evaluation index and product evaluations or ICC evaluation reports for roof coverings, roof vents, and skylights.
5. A roof covering, roof vent, and skylight inspection checklist.
6. Business cards with your name, company name, address, and telephone number.
7. TQI inspection report form. The TQI inspection report form is a recommended tool for the appointees to document inspection information and a method for communicating with the roofing contractor. Please refer to the Appendix for the suggested information to include on the TQI inspection report form to be prepared by the temporary appointee.

**B. Tools for the inspection of the structure(s)**

1. A hard hat, traction-sole shoes, and safety harness (if needed).
2. An extension ladder or folding ladder of sufficient length to extend safely above the roof eave height of the structure.
3. A carpenter's level and pitch meter, or a suitable alternative for determining the slope (pitch) of the roof surface. See Appendix for an example of a pitch meter.
4. A measuring tape and flashlight.
5. A digital camera.

**V. Initial Inspection Documentation and On-Site Information Gathering**

**A. Initial documentation**

1. Locate the owner's or contractor's representative on the jobsite. Verify the physical address of the structure, and the scope and status of the re-roof inspection.
  - a. If the physical address, structure location, or scope of the inspection is different than recorded on the Inspection Verification form, then correct the recorded information on the Inspection Verification form. A revised Form WPI-1 must be submitted to the TDI immediately upon returning to your office to correct the information previously submitted and a revised Inspection Verification form prepared for the inspection documentation.
  - b. If the re-roof installation progressed beyond the point where the TQI can properly inspect the re-roof, then notify the representative using the TQI inspection report form that a TDI appointed engineer will be required to inspect the re-roof. You may suggest that they keep a copy of the roof covering installation instructions and document how the roof covering was installed for reference.
2. Verify that the roof covering, roof vent, and skylight products can be inspected using the asphalt shingles list, a TDI product evaluation, or another reference material document for TQI inspection.
  - a. Consider if the roof deck substrate and roof slope are appropriate for inspection using wind resistant systems in the reference materials.
  - b. If the re-roof cannot be inspected using the tools available to the TQI, then notify the representative using the TQI inspection report form that a TDI appointed engineer will be required to inspect the re-roof.

**B. On-site information gathering**

1. Measure the structure roof slope, mean roof height (MRH), and type and thickness of the decking. See the Appendix for a roof slope conversion table. Record the measurements on the TQI inspection report form(s).
2. Determine the exposure category (B or C) appropriate for the terrain surrounding the structure. Exposure Category B is typical of built-up areas where there are closely spaced structures of similar height in all directions for a distance of 1500 feet. Otherwise use Exposure Category C.
3. Determine the design pressure(s) applicable to the structure roof covering, roof vent(s), skylight(s), and if applicable, roof decking. Use the appropriate basic wind speed, roof slope, roof zone, effective wind area, and exposure category to find the design pressure from the IRC Tables R301.2(2) and R301.2(3), IRC Figure



R301.2(8), and the Roof Slope Conversion table in the Appendix. Use an effective wind area of 32 square feet for wood structural panels (4x8 plywood or OSB), 10 square feet for board decking, 10 square feet for roof vents, and 10 square feet for skylights. Note that the design pressures are higher for the perimeter roof zones (zones 2 or 3). Record the design pressures for each MRH, roof zone, and effective wind area on the TQI inspection report form(s).

4. Record the applicable roof covering and roof vent type, manufacturer, and model, and the skylight manufacturer and model on the TQI inspection report form(s).
5. Draw a top view of the structure roof(s) in the sketch box provided on the TQI inspection report form(s). Record the location of ridges and valleys, roof slopes and mean roof height(s), and the location of any decking repairs and skylights on the sketch.
6. Record the date of inspection on the TQI inspection report form(s) each time an inspection or re-inspection is made.

## **VI. Re-Roofing**

- A. Roofing materials and application methods for replacing or recovering an existing roof covering shall comply with the requirements of the IRC Chapter 9, per the IRC Section R907.1.
- B. The roof structure shall be capable of supporting the additional weight of the roof overlay recovering system or the existing roof covering must be replaced.
- C. The existing roof covering shall be removed before installing a new roof covering where any of the following conditions occur per the IRC Section R907.3:
  1. The existing roof covering is water-soaked or deteriorated so that the existing roof or roof covering is not adequate for an overlay.
  2. The existing roof covering is wood shake, slate, or tile.
  3. The existing roof has two or more applications of a roof covering in place.

## **VII. Inspection of an Asphalt Shingle Re-Roof Installation**

- A. Inspecting the roof decking
  1. Asphalt shingles shall be fastened to solidly sheathed decks per the IRC Section R905.2.1. Solidly sheathed decks for asphalt shingle installation include wood structural panel roof decks, and shiplap or tongue-in-groove board roof decks. Existing roof decking shall be replaced when it is rotted, deteriorated, or damaged with new wood structural panel or board decking in accordance with the IRC and the manufacturer's installation instructions.
  2. Asphalt shingle manufacturers specify the minimum required deck thickness in the installation instructions on the product wrapper. New roof decking and the fastening of the decking to the rafters or trusses must meet the design wind pressures acting on the roof surface. See the Appendix for an example of a shingle product wrapper.
  3. Using the design wind pressures determined in Section V above, determine the minimum roof deck thickness and fastening requirements from the reference materials such as the WFCM or SSTD 10-99.

**4. Caution:**

- a. The galvanized framing nails securing the roof decking to the roof framing shall be driven flush with surface of the panel or board, not overdriven.
- b. See the 2003 Texas Revisions to the IRC, Section R324 for corrosion resistance requirements for fasteners.
- c. Verify that the roof deck is of acceptable thickness and properly attached to the roof framing.
- d. See the Appendix for drawings of typical underlayment applications.

**B. Inspecting the underlayment (felt)**

1. Asphalt shingles shall only be used on roof slopes of 2:12 or greater per the IRC Section R905.2.2. Double underlayment application, with a minimum 19" overlap, is required in accordance with Section R905.2.7 for roof slopes of 2:12 up to 4:12.
2. Underlayment products shall conform with ASTM D 226, Type I, or ASTM D 4869, Type I, per the IRC Section R905.2.3. The IRC Section R905.2.7.2 specifies that underlayment in high wind areas shall be applied with corrosion resistant fasteners in accordance with the shingle manufacturer's installation instructions along the minimum 2 inch overlap at a maximum spacing of 36 inches on center.
3. Self-adhering polymer modified bitumen sheet complying with ASTM D 1970 may be installed instead of normal underlayment per the IRC Section R905.2.8.2 as a valley lining or per the IRC Section R905.2.7.1 as an ice and water shield to a point at least 24 inches inside the exterior wall line of the building. Self-adhering underlayment shall not be installed over the entire roof deck, except on a detached structure that contains no conditioned floor area.

**4. Caution:**

- a. Improper installation of the felt side overlap for slopes of 2:12 to 4:12 is common.
- b. If it is necessary to overlap the felt ends, a 6 inch end overlap is typically required.
- c. Underlayment shall be laid parallel to the eave of the roof and overlapped shingle fashion to promote the drainage of water.

**C. Inspecting the asphalt shingles**

1. Asphalt shingles shall be self-sealing or interlocking and comply with ASTM D 225 or ASTM D3462, per the IRC Section R905.2.4.
2. Fasteners for asphalt shingles shall be roofing nails with a minimum 12 gage (0.105 inch) shank, minimum  $\frac{3}{8}$  inch diameter head, and long enough to penetrate through the roofing materials and at least  $\frac{3}{4}$  inch into the roof sheathing, or through roof sheathing less than  $\frac{3}{4}$  inch thick per the IRC Section R905.2.5. The shingle fasteners shall be galvanized steel, stainless steel, aluminum, or copper roofing nails. See the 2003 Texas Revisions to the IRC, Section R324 for corrosion resistance requirements for fasteners.
3. Special fastening methods tested in accordance with ASTM D 3161, modified to 110 mph, are required for asphalt shingle roofs located where the wind speed is 110 mph or greater per the IRC Section R905.2.6. Refer to the List of Asphalt Shingles that Conform to ASTM D 3161, Modified to 110 mph, on the TDI Windstorm Inspections

website to determine if the asphalt shingles being installed comply with this requirement.

4. The shingles on the List of Asphalt Shingles that Conform to ASTM D 3161, Modified to 110 mph, on the TDI Windstorm Inspections website shall be installed in strict conformance with the manufacturer's installation instructions on the shingle wrapper. Typically, the shingles are installed with the normal number of nails shown in the installation instructions. If the installation instructions include additional high wind fastening or sealing requirements, not only for a high wind warranty, then these additional requirements shall be followed. If the contractor is installing the shingles with six or more nails, then the fasteners shall be located as shown in the installation instructions for six or more nails.
5. **Caution:**
  - a. Asphalt shingles shall not be installed on roofs with less than 2:12 slope.
  - b. The nails securing the asphalt shingles shall be corrosion resistant as specified in the 2003 Texas Revisions to the IRC, and meet the minimum size and length requirements specified in the IRC and the manufacturer's installation instructions.
  - c. The nails securing the asphalt shingles to the roof deck shall be driven flush with the surface of the shingle, not overdriven, underdriven, or crooked.
  - d. The nails shall be driven in the shingle at the locations shown in the installation instructions; not above or below the nail line, so the nails pass through the over- and under-lying shingles or shingle lamination.
  - e. The starter course shingles shall be fastened to the roof deck within the distance from the edge of the roof specified in the installation instructions.
  - f. The nails securing the shingles along the rake edges shall be located within the distance to the rake edge specified by the manufacturer.
  - g. The shingle exposure and alignment shall comply with the installation instructions.
  - h. Where the roof slope exceeds 20 units vertical in 12 units horizontal (167%), special methods of fastenings are required.

#### **VIII. Inspection of Other Re-Roof Installations**

- A. Other re-roof installations, such as modified bitumen, built-up, metal roof panel, metal roof shingle, wood shingle, wood shake, and sprayed polyurethane foam roofing, shall be inspected for anchorage to the structure to meet the design pressure from the IRC Tables R301.2(2) and R301.2(3), and IRC Figure R301.2(8) in strict conformance with the TDI product evaluation report and the manufacturer's installation instructions.
- B. The TDI product evaluation reports specify the manufacturer (and private label brands in some cases), roofing product(s), assembly design pressure(s), roof deck requirements, system component specifications, fastening requirements, and roof slope limitations applicable to the product installation and inspection.
- C. An ICC evaluation report and the manufacturer's installation instructions may be used to inspect the installation of a roof covering product provided that the ICC report specifies the manufacturer, roofing product, assembly design pressure, roof deck requirements, component specifications, fastening requirements, and roof slope limitations.

**D. Caution:**

1. The product evaluations are only applicable to the manufacturer and product specified in report. The product evaluations shall not be applied generically to similar products manufactured by another company or other products manufactured by the same company, unless specified in the product evaluation report.
2. Some products are not appropriate for all roof deck thicknesses, require special preparation of the roof deck, or the use of specific fastener, plate, base sheet, or underlayment products.
3. Fasteners shall be driven flush with the surface, not overdriven, underdriven, or crooked.
4. Each product assembly application is limited by the allowable design pressure rating. An evaluation by TDI or ICC does not mean that the product is appropriate for all applications.

**IX. Inspection of Roof Vent Installations**

- A. Roof vents shall be inspected for anchorage to the structure to meet the design pressure from the IRC Tables R301.2(2) and R301.2(3), and IRC Figure R301.2(8). Roof vents shall be inspected in strict conformance with the TDI product evaluation report and the manufacturer's installation instructions.
- B. The TDI product evaluation reports specify the manufacturer (and private label brands in some cases), roof vent product(s), assembly design pressure(s), roof deck requirements, fastening requirements, and roof slope limitations applicable to the product installation and inspection.
- C. An ICC evaluation report and the manufacturer's installation instructions may be used to inspect the installation of a roof vent product provided that the ICC report specifies the manufacturer, roof vent product, assembly design pressure, roof deck requirements, fastening requirements, and roof slope limitations.

**D. Caution:**

1. The product evaluations are only applicable to the manufacturer and product specified in report. The product evaluations shall not be applied generically to similar products manufactured by another company or other products manufactured by the same company, unless specified in the product evaluation report.
2. Some products are not appropriate for all roof deck thicknesses, require special high wind strapping, or require the use of specific fasteners.
3. Each product assembly application is limited by the allowable design pressure rating. An evaluation by TDI or ICC does not mean that the product is appropriate for all applications.

**X. Inspection of Skylights**

- A. Skylights shall comply with the IRC Section R308.6.
- B. Large rectangular skylights (skylights with outer frame dimensions equal to or exceeding 48" x 48") shall be tested and bear a label from an approved inspection agency to indicate compliance with the requirements of AAMA/WDMA 101/I.S.2/NAFS per the IRC Section R308.6.9. In accordance with the 2003 Texas Revisions to the

IRC, Section R613.4.1, impact resistant skylights shall also bear a label from an approved inspection agency to indicate compliance with ASTM E 1886 and ASTM E 1996, or AAMA 506.

- C. Tubular skylights, tubular daylighting devices, and small rectangular skylights (skylights with outer frame dimensions less than 48" x 48") are outside the scope of AAMA/WDMA 101/I.S.2/NAFS and shall be tested in accordance with ASTM E 330, as a minimum, and bear a label indicating the manufacturer, product name and performance characteristics. Labels on impact resistant products shall indicate compliance with ASTM E 1886 and ASTM E 1996, AAMA 506, or an approved impact-resistance standard.
- D. Skylights shall comply with the 2003 Texas Revisions to the IRC Section R301.2.1.1. Skylights on structures located in the Inland I and Seaward catastrophe zones shall be protected from windborne debris. The skylight shall be windborne debris resistant or protected by a removable windborne debris resistance system (shutter). The skylight and shutter shall be inspected in strict conformance with the TDI product evaluation report and the manufacturer's installation instructions. Per the 2003 Texas Revisions Section R301.2.1.1, exterior opening protection for windborne debris shall meet the large missile test of ASTM E 1996 and ASTM E 1886, AAMA 506, or an approved impact-resistance standard.
- E. The TDI product evaluation reports specify the manufacturer (and private label brands in some cases), skylight product(s), performance grade rating [design pressure(s)], windborne debris resistance, maximum size tested, roof deck requirements, fastening requirements, and roof slope limitations applicable to the product installation and inspection.
- F. An ICC evaluation report and the manufacturer's installation instructions may be used to inspect the installation of a skylight product provided that the product labeling complies with the IRC Section R308.6.9 and Texas Revision Section R613.4.1, if applicable, and the ICC report specifies the manufacturer, skylight product(s), performance grade rating [design pressure(s)], windborne debris resistance, maximum size tested, roof deck requirements, fastening requirements, and roof slope limitations.
- G. The TQI shall record the type, an impact or non impact resistant skylight, and record the type of protection provided if the skylight is not windborne debris resistant, on the TQI inspection report form.
- H. **Caution:**
  - 1. Approved inspection agencies for AAMA/WDMA 101/I.S.2/NAFS and ASTM E 1996 and ASTM E 1886, or AAMA 506 compliance include the American Architectural Manufacturers Association (AAMA), Keystone Certifications, Inc., National Accreditation and Management Institute (NAMI), and the Window and Door Manufacturers Association (WDMA). See the Appendix for examples of the inspection agency logos.
  - 2. A TQI is not authorized to inspect the installation of a large rectangular skylight that does not bear a label from an approved inspection agency to indicate compliance with the requirements of AAMA/WDMA 101/I.S.2/NAFS, and, if applicable, ASTM E 1886 and ASTM E 1996, AAMA 506, or an approved impact-resistance standard. See the Appendix for an example of an inspection agency label.

3. A TQI is not authorized to inspect the installation of a tubular skylight, a tubular daylighting device, or a small rectangular skylight that does not bear a label indicating the manufacturer's name, product name, and performance characteristics.
4. A TQI is not authorized to inspect the installation of an impact resistant skylight that does not bear a label from an approved inspection agency to indicate compliance with the requirements of AAMA/WDMA 101/I.S.2/NAFS and ASTM E 1996 and ASTM E 1886, AAMA 506, or an approved impact-resistance standard.
5. A TQI is not authorized to inspect the installation of a non-impact resistant skylight in an area where windborne debris protection is required unless acceptable windborne debris protection is provided.
6. The product evaluations are only applicable to the manufacturer and product specified in report. The product evaluations shall not be applied generically to similar products manufactured by another company or other products manufactured by the same company, unless specified in the product evaluation report.
7. Some products are not appropriate for all roof deck thicknesses, require special high wind strapping, or require the use of specific fasteners.

**XI. Complete the Inspection and Submit the Inspection Verification Form**

- A. The TQI shall verify that the re-roofing project is complete and passes inspection, with the roof covering, roof vent(s), skylight(s), and windborne debris protection (if required) installed properly in accordance with the 2003 IRC with Texas Revisions, product evaluation reports, and manufacturer's installation instructions.
- B. The TQI shall transfer the inspection information from the TQI inspection report form to the Inspection Verification, Modified Forms WPI-7 and WPI-2 for Temporary Appointee, form.
- C. The TQI shall review the Inspection Verification form to confirm that the all dates of inspection are recorded, the information recorded is complete and accurate, and the TQI information at the bottom is completed and the form signed.
- D. The TQI shall submit the Inspection Verification form by facsimile (fax) or mail to the TDI windstorm intake unit in Austin, Texas for processing.
- E. **Caution:**
  1. The inspector must complete all inspections and verify that all repairs are completed before submitting the Inspection Verification form to the TDI.
  2. Any outstanding documented concerns on file with the Department concerning the re-roof project inspected by the TQI must be resolved before a Certificate of Compliance, Form WPI-8 will be issued by TDI.
  3. Upon receipt of the properly completed Inspection Verification form for the property under consideration, the Department will issue a WPI-8 on the condition that the application is accurate and complete, and no outstanding documented concerns remain unresolved.
  4. The TDI retains the right to revoke a WPI-8 when sufficient evidence indicates that the subject roof does not meet the adopted windstorm building codes and eligibility requirements for windstorm and hail insurance coverage through the TWIA.

Appendix

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## **Table 1**

### **Roof Slope Conversion Table**

Roof Slope = Slope in Degrees (°)

$$1:12 = 4.8^\circ$$

$$2:12 = 9.5^\circ$$

$$3:12 = 14.0^\circ$$

$$4:12 = 18.4^\circ$$

$$5:12 = 22.6^\circ$$

$$6:12 = 26.6^\circ$$

$$7:12 = 30.3^\circ$$

$$8:12 = 33.7^\circ$$

$$9:12 = 36.9^\circ$$

$$10:12 = 39.8^\circ$$

$$11:12 = 42.5^\circ$$

$$12:12 = 45.0^\circ$$



Figure 1  
Double Layer Underlayment

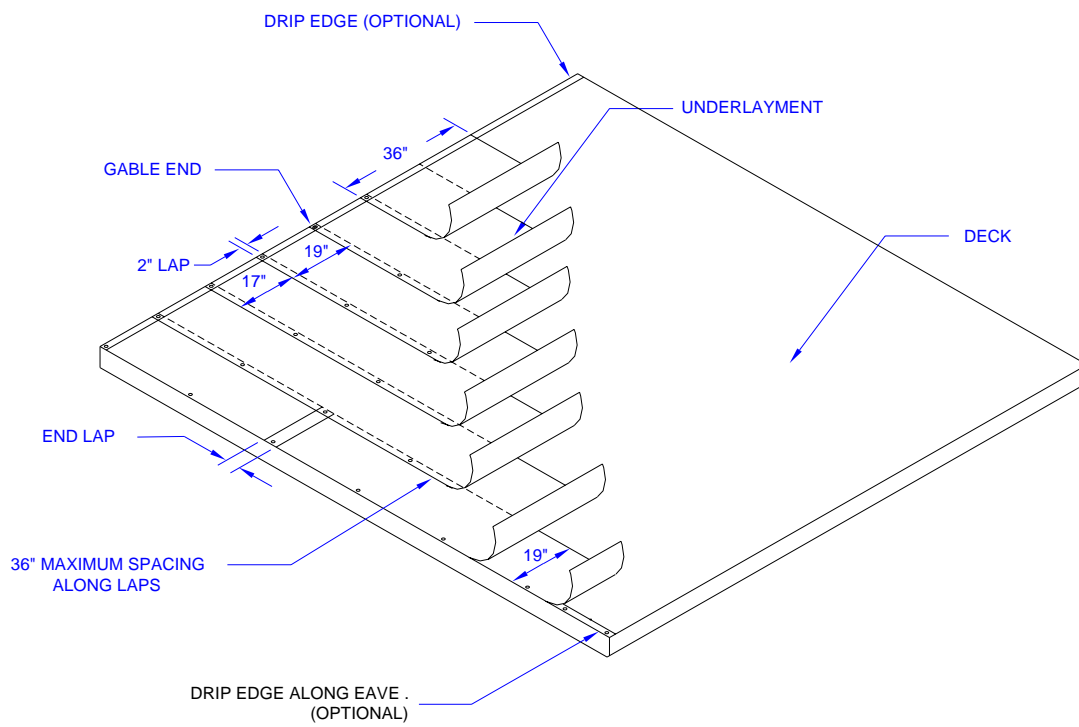
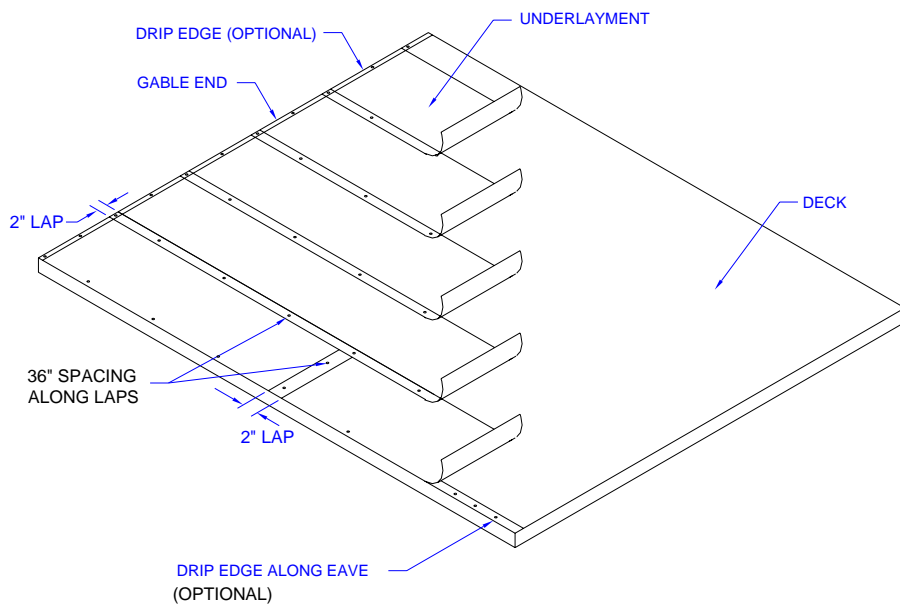


Figure 2  
Single Layer Underlayment





## Skylights

- ♦ Look for the certification program label.....



Texas Department of Insurance

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Recognized logos for the approved inspection agencies referenced in the IRC Sections R613.3 and R308.6.9:

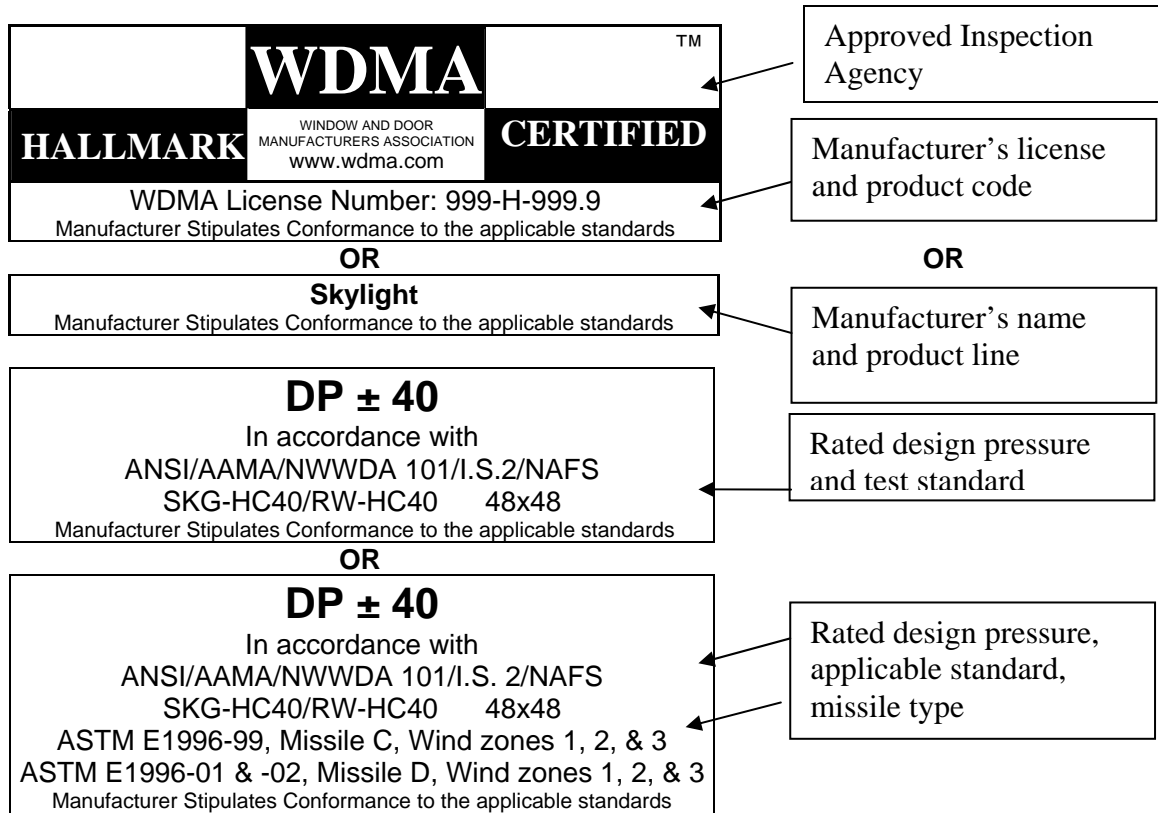
American Architectural Manufacturers Association (AAMA),

Keystone Certifications, Inc.,

National Accreditation and Management Institute (NAMI),

Window and Door Manufacturers Association (WDMA).

Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
Jefferson and Chambers Counties, Texas -- March 21, 2006



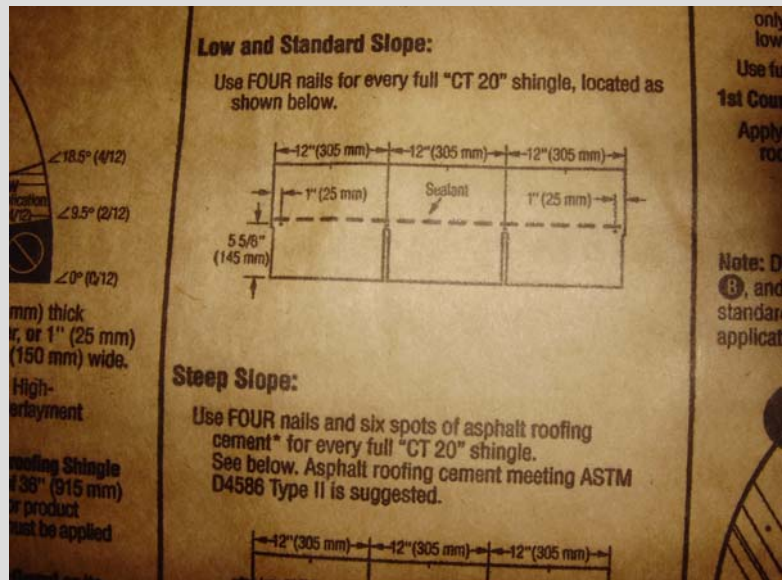
Typical label from an approved inspection agency (WDMA) for AAMA/WDMA 101/I.S.2/NAFS.  
 Note the performance grade rating (design pressure) shown as "SKG-HC40/RW-HC40" is 40 psf.  
 Note the maximum size tested shown as 48x48 is 48 inches by 48 inches.



## Asphalt Shingles *Fasteners*

Follow the  
installation  
instructions on  
the shingle  
package.

Do not place  
fasteners in the  
sealant line.



Texas Department of Insurance

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Typical manufacturer's installation instructions on the shingle wrapper.

Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
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Typical roof slope meter used for measuring roof slope.

Recommendations for development of an Inspection Report Form for documenting and communicating inspection results.

A. Roofing inspectors should produce and maintain legible, detailed written records of all roofing inspection activity. These records are most easily produced by using a printed inspection report form. The report form should, at minimum, include the following information:

1. Jobsite address and the name and telephone number of the property owner.
2. Name, business address, and telephone number of the roofing contractor.
3. Type of structure being re-roofed (house, detached garage, etc.).
4. Location of the roof being inspected (Inland II, Inland I, or Seaward).
5. Type of roof being inspected (asphalt composition shingle, metal roof panel, or flat membrane roof, etc.).
6. Roof characteristics (slope, mean roof height, design pressures).
7. Items inspected (decking, underlayment, roof covering, vent equipment, skylights).
8. Type of inspection (initial, final, or re-inspection of items requiring repair).
9. A sketch of the roof layout indicating ridge, hip, and valley locations. The areas which have been re-roofed or decking replaced must be clearly indicated.
10. Itemized listing of deficient items.
11. Project status and inspection conclusions (approved, incomplete, disapproved, or cancelled).

**Note:** Completed inspection reports should be provided to homeowners and roofing contractors at the time of the inspection. Carbon report forms are ideal for this purpose. The inspector should retain copies of inspection report forms for their permanent records.

Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
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**TEXAS DEPARTMENT OF INSURANCE**

Windstorm Inspections / MC 103-1E 333 Guadalupe Street P.O. Box 149104 Austin, Texas 78714-9104  
(512) 322-2203 or toll free 1-(800)248-6032 Fax (512) 322-2273 TDI website: www.tdi.state.tx.us

**APPLICATION FOR CERTIFICATE OF COMPLIANCE**

**Form WPI-1**

Physical Address of Structure to Be Inspected *(Complete 9-1-1 Street Address including house/building Number):*

315 ANYWHERE \_\_\_\_\_ Tract or Addition \_\_\_\_\_  
 \_\_\_\_\_ Lot \_\_\_\_\_ Tract \_\_\_\_\_  
 \_\_\_\_\_ Block \_\_\_\_\_  
 City BEAUMONT Zip Code 77707 County JEFFERSON

Inside City Limits       Outside City Limits  
 Structure is located in:  Inland II       Inland I       Seaward  
 Is the structure located in a Coastal Barrier Resource Zone (COBRA):  Yes       No

**Owner:**  
 Name: BOB JONES Telephone No.: 409-744-1234 Fax No.: \_\_\_\_\_  
 Mailing Address: SAME City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Builder/Contractor (at time of construction):**  
 Name: ABC ROOFING Telephone No.: 409-744-5678 Fax No.: 409-744-9012  
 Mailing Address: 123 NAVIGATION BOULEVARD City: BEAUMONT Zip Code: 77713

**Engineer:**  
 Name: N/A Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Texas Registration No.: \_\_\_\_\_

Commencement of Construction (date): 03/29/2006 Date of Application: 03/28/2006

<p><b>1. Type of Building:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Commercial</li> <li><input checked="" type="checkbox"/> Residential Dwelling</li> <li><input type="checkbox"/> Duplex</li> <li><input checked="" type="checkbox"/> Garage Attached by Breezeway</li> <li><input type="checkbox"/> Detached Garage</li> <li><input type="checkbox"/> Condominium (# of Units: _____*)</li> <li><input type="checkbox"/> Townhouse (# of Units: _____*)</li> <li><input type="checkbox"/> Apartments (# of Units: _____*)</li> <li style="padding-left: 20px;">* Per Building</li> <li><input type="checkbox"/> Farm &amp; Ranch</li> <li><input type="checkbox"/> Metal Building</li> <li><input type="checkbox"/> Other (Specify): _____</li> </ul>	<p><b>2. Type of Inspection:</b></p> <ul style="list-style-type: none"> <li>Entire Building (Type): _____</li> <li><input checked="" type="checkbox"/> Entire Re-Roof (Type): <u>ELK RAISED PROFILE</u></li> <li style="padding-left: 20px;">Re-decking</li> <li>Partial Re-roof (Type and Area): _____</li> <li style="padding-left: 20px;">Re-decking</li> <li>Alteration (Type): _____</li> <li>Repair (Type): _____</li> <li>Mechanical Only (Type): _____</li> <li>Foundation Only (Type): _____</li> <li>Addition (Type): _____</li> <li>Retrofit of All Exterior Openings: _____</li> <li><i>(For windborne debris protection only (impact resistant exterior opening products or shutters). All exterior openings shall include windows, doors, garage doors, and skylights.)</i></li> </ul>
--	--

**Comments:**  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Submitter Information:</b>	
SUBMITTER NAME (please print): <u>Homeowner or Builder or Other</u>	DATE: <u>03/28/2006</u>
TELEPHONE NUMBER: <u>409-774-1234</u>	
PLEASE CHECK ONE: <input checked="" type="checkbox"/> Owner <input checked="" type="checkbox"/> Builder/Contractor <input type="checkbox"/> Insurance Agent <input type="checkbox"/> Engineer <input checked="" type="checkbox"/> Other (Specify) <u>agent or office asst</u>	

FOR TEXAS DEPARTMENT OF INSURANCE INSPECTIONS: MAIL OR FAX TO YOUR LOCAL FIELD OFFICE  
 FOR INSPECTIONS BY ENGINEERS: MAIL OR FAX TO AUSTIN OFFICE: 512/322-2273  
 FORM WPI-1  
 Effective January 1, 2005      1 of 2



Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
Jefferson and Chambers Counties, Texas -- March 21, 2006

**NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES**

With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.004 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's Legal & Compliance Division at (512) 475-1757 or visit the Corrections Procedure section of TDI's web page at [www.tdi.state.tx.us](http://www.tdi.state.tx.us).

Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
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(512) 322-2203 or toll free (800)248-6032 • Fax (512) 322-2273 • www.tdi.state.tx.us

**Inspection Verification**

Modified Forms WPI-7 and WPI-2 for Temporary Appointee

For re-roofing projects of residential structures located in Jefferson or Chambers counties that commenced construction  
**Between March 21, 2006 AND December 31, 2006**

I, the undersigned, do hereby ACKNOWLEDGE that I am a Temporary Qualified Inspector appointed by the Commissioner of the Texas Department of Insurance to perform inspections of re-roofing projects during the construction phase in Jefferson and Chambers counties in accordance with Article 21.49 §6A of the Texas Insurance Code and with 28 Texas Administrative Code §5.4606. I further acknowledge that I am personally responsible as the inspector of record and that I have personally inspected the re-roofing project for:

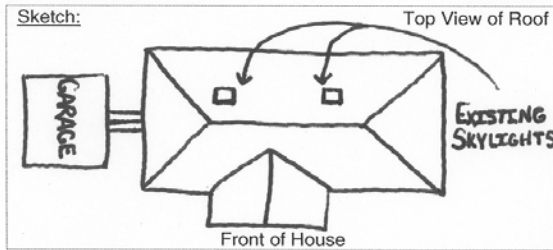
Entire Re-Roof/Residential (Type): SEE COMMENTS  Partial Re-Roof/Residential (Type & Area): \_\_\_\_\_  
 Re-decking (Area): N.A.  Re-Decking (Area): \_\_\_\_\_

Comments: \* HOUSE & GARAGE ARE ATTACHED BY BREEZEWAY  
The structure is located at:  
Street Address: 315 ANYWHERE City: BEAUMONT and County: JEFFERSON  
(Complete 9-1-1 Street Address including House/Building Number)

Inland II  Inland I  Seaward  
Roof Pitch(s): 5/12 Design Pressure(s): - 43.9  
Mean Roof Height: 12' Type & Thickness of Existing Decking: 3/4" PLYWOOD  
Roof Covering Type(s): ELK RAISED PROFILE SHINGLES Test Report #s/Product Evaluation #: RV-24  
Roof Covering Manufacturer(s): ELK (ENNIS) Vent Type(s): WTI-12 LOW PROFILE  
Skylight Manufacturer(s): 2 EXISTING SKYLIGHTS Vent Manufacturer(s): AIR VENT

Protection of Skylights as per Texas Revisions:  
 Impact

Non-Impact  
Type of Protection Provided: \_\_\_\_\_



I certify that this re-roof project was inspected DURING THE CONSTRUCTION PROCESS and is in compliance with the wind load provisions of The Texas Department of Insurance as found in the International Residential Code, 2003 Edition (Amended with the 2003 Texas Revisions), as well as all applicable test reports, ICC evaluations, or Texas Department of Insurance Product Evaluations.

Dates of Inspection(s): 03/29/06, 03/31/06  
I understand and intend that the Texas Department of Insurance will rely on this statement of compliance in determining whether to issue a Certificate of Compliance for this re-roof and will notify the Texas Windstorm Insurance Association that this re-roof is eligible for a windstorm and hail insurance policy.

800  
Temporary Appointment Number  
John Doe  
Signature  
March 31, 2006  
Date

JOHN DOE  
Print or Type Name  
101 NOWHERE  
Address  
BEAUMONT, TEXAS 77713 409-123-4567  
City, State, Zip Business Telephone

As per Article 21.47, Texas Insurance Code, a person commits an offense if the person knowingly or intentionally makes, files, or uses any instrument in writing required to be made to or filed with the Texas Department of Insurance or the Insurance Commissioner, either by the Insurance Code or by rule or regulation of the Texas Department of Insurance, when the instrument in writing contains any false, fictitious, or fraudulent statement or entry with regard to any material fact. In this context, "Texas Department of Insurance" includes any association, corporation, or person created by the Insurance Code. An offense under this article is a felony of the third degree.

Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
Jefferson and Chambers Counties, Texas -- March 21, 2006

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Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
Jefferson and Chambers Counties, Texas -- March 21, 2006



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(512) 322-2203 or toll free 1-(800)248-6032 Fax (512) 322-2273 TDI website: www.tdi.state.tx.us

**APPLICATION FOR CERTIFICATE OF COMPLIANCE**  
**Form WPI-1**

Physical Address of Structure to Be Inspected (Complete 9-1-1 Street Address including house/building Number):

318 ANYWHERE \_\_\_\_\_ Tract or Addition \_\_\_\_\_  
 \_\_\_\_\_ Lot \_\_\_\_\_ Tract \_\_\_\_\_  
 \_\_\_\_\_ Block \_\_\_\_\_  
 City BEAUMONT Zip Code 77707 County JEFFERSON

Inside City Limits       Outside City Limits

Structure is located in:  Inland II       Inland I       Seaward

Is the structure located in a Coastal Barrier Resource Zone (COBRA):  Yes       No

Owner:

Name: JOE SMITH Telephone No.: 409-744-1234 Fax No.: \_\_\_\_\_  
 Mailing Address: SAME City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Builder/Contractor (at time of construction):

Name: ABC ROOFING Telephone No.: 409-744-5678 Fax No.: 409-744-9012  
 Mailing Address: 123 NAVIGATION BOULEVARD City: BEAUMONT Zip Code: 77713

Engineer:

Name: N/A Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Texas Registration No.: \_\_\_\_\_

Commencement of Construction (date): 03/29/2006 Date of Application: 03/28/2006

**1. Type of Building:**

- Commercial
- Residential Dwelling
- Duplex
- Garage Attached by Breezeway
- Detached Garage
- Condominium (# of Units: \_\_\_\_\_ \*)
- Townhouse (# of Units: \_\_\_\_\_ \*)
- Apartments (# of Units: \_\_\_\_\_ \*)
- \* Per Building
- Farm & Ranch
- Metal Building
- Other (Specify): \_\_\_\_\_

**2. Type of Inspection:**

- Entire Building (Type): \_\_\_\_\_
- Entire Re-Roof (Type): \_\_\_\_\_
- Re-decking \_\_\_\_\_
- Partial Re-roof (Type and Area): SEE COMMENTS
- Re-decking \_\_\_\_\_
- Alteration (Type): \_\_\_\_\_
- Repair (Type): \_\_\_\_\_
- Mechanical Only (Type): \_\_\_\_\_
- Foundation Only (Type): \_\_\_\_\_
- Addition (Type): \_\_\_\_\_
- Retrofit of All Exterior Openings: \_\_\_\_\_
- (For windborne debris protection only (impact resistant exterior opening products or shutters). All exterior openings shall include windows, doors, garage doors, and skylights.

Comments:

**EXCLUDES METAL PATIO COVER AT BACK OF HOUSE - ELK RAISED PROFILE SHINGLES**

**Submitter Information:**

SUBMITTER NAME (please print): Homeowner or Builder or Other DATE: 03/28/2006  
 TELEPHONE NUMBER: 409-774-1234  
 PLEASE CHECK ONE:  Owner     Builder/Contractor     Insurance Agent     Engineer     Other (Specify) agent or office asst

**FOR TEXAS DEPARTMENT OF INSURANCE INSPECTIONS: MAIL OR FAX TO YOUR LOCAL FIELD OFFICE**  
**FOR INSPECTIONS BY ENGINEERS: MAIL OR FAX TO AUSTIN OFFICE: 512/322-2273**

FORM WPI-1  
Effective January 1, 2005

Roof Inspection and Certification Procedures for Temporary Qualified Inspectors in  
Jefferson and Chambers Counties, Texas -- March 21, 2006

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# TEXAS DEPARTMENT OF INSURANCE

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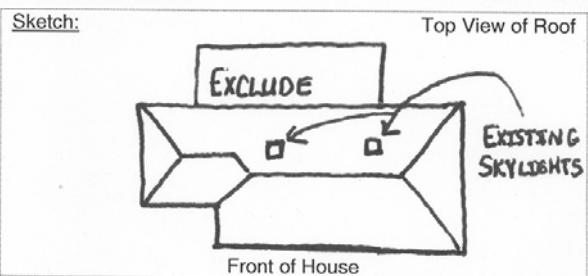
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Entire Re-Roof/Residential (Type): \_\_\_\_\_  Partial Re-Roof/Residential (Type & Area): SEE COMMENTS  
 Re-decking (Area): \_\_\_\_\_  Re-Decking (Area): N.A.

Comments: EXCLUDES METAL PATIO COVER AT BACK OF HOUSE  
The structure is located at:  
Street Address: 318 ANYWHERE City: BEAUMONT and County: JEFFERSON  
(Complete 9-1-1 Street Address including House/Building Number)

Inland II  Inland I  Seaward  
Roof Pitch(s): 5/12 Design Pressure(s): - 43.9  
Mean Roof Height: 12' Type & Thickness of Existing Decking: 1 5/32" PLYWOOD  
Roof Covering Type(s): ELK RAISED PROFILE SHINGLES Test Report #s/Product Evaluation #: RV-24  
Roof Covering Manufacturer(s): ELK (ENNIS) Vent Type(s): WTI-12 LOW PROFILE  
Skylight Manufacturer(s): 2 EXISTING SKYLIGHTS Vent Manufacturer(s): AIR VENT

Protection of Skylights as per Texas Revisions:  
 Impact  
 Non-Impact  
Type of Protection Provided: \_\_\_\_\_



I certify that this re-roof project was inspected DURING THE CONSTRUCTION PROCESS and is in compliance with the wind load provisions of The Texas Department of Insurance as found in the International Residential Code, 2003 Edition (Amended with the 2003 Texas Revisions), as well as all applicable test reports, ICC evaluations, or Texas Department of Insurance Product Evaluations.

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800  
Temporary Appointment Number  
Signature: John Doe  
Date: March 31, 2006

JOHN DOE  
Print of Type Name  
101 NOWHERE  
Address  
BEAUMONT, TEXAS 77713 409-123-4567  
City, State, Zip Business Telephone

As per Article 21.47, Texas Insurance Code, a person commits an offense if the person knowingly or intentionally makes, files, or uses any instrument in writing required to be made to or filed with the Texas Department of Insurance or the Insurance Commissioner, either by the Insurance Code or by rule or regulation of the Texas Department of Insurance, when the instrument in writing contains any false, fictitious, or fraudulent statement or entry with regard to any material fact. In this context, "Texas Department of Insurance" includes any association, corporation, or person created by the Insurance Code. An offense under this article is a felony of the third degree.

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