



NEW ROOF DOCUMENTATION REQUIREMENTS

This checklist details key documentation required to be eligible for a FORTIFIED Roof - New Roof designation.

FOR USE WITH THE 2025 FORTIFIED HOME STANDARD

Version 2025.1

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 Home™ 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:

- Site specific photo documentation of product packaging
- Site specific 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, verified by date stamp and geolocation visible in the photo or the site address visible in the 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, so they can be viewed/read without rotating

USE THE RIGHT CHECKLIST

This document includes checklists which can be used to submit documentation for any of the FORTIFIED Home designations. It is applicable for new home construction, existing homes being re-roofed, or homes pursuing an Existing Roof designation per Section 3 of the 2025 FORTIFIED Home Standard.



NEW ROOF CHECKLIST

For use on new home or for an existing home being re-roofed.

ALL PHOTOS MUST BE SITE SPECIFIC

verified by geolocation stamp or home address visible in photo

- Verify if dwelling is eligible (Section 2.2)
 - 📷 Documentation: 4 fully finished elevation photos of completed home/roof, one from each face of dwelling. Photos must be of completed home.
 - 📷 Documentation: For new construction, provide Certificate of Occupancy (CO)
 - ⚠️ **If elevated roof-mounted (rooftop) deck(s) are present on the home, engineering evaluation is required. Refer to [Technical Bulletin FH 2022-03](#) for additional information and requirements.**
 - ⚠️ **If roof-mounted (rooftop) HVAC units are present on the home, engineering evaluation is required. Refer to [Technical Bulletin FH 2024-01](#) for additional information and requirements.**
 - ⚠️ **Documentation must be collected for all eligible roof sections as identified in Section 2.6 of the [2025 FORTIFIED Home Standard](#)**
 - ⚠️ **Manufactured homes built to the HUD code require additional eligibility documentation outlined in [Technical Bulletin FH 2023-08](#)**
- Verify if foundation qualifies (Sections 2.3 and 2.4)
 - 📷 **Documentation:** For slab on grade and stem-wall foundations with no access to crawl space, a minimum of 1 photo from each elevation is acceptable. For all other foundation types, 4 photos minimum showing the foundation type and any positive connections to structure are required. Photos should be close enough to clearly see connections/anchorage.
 - ✖️ **Observation of dry-stack foundation automatically DISQUALIFIES the home**
- Verify Roof Structural Members (Section 2.5)
 - 📷 **Documentation:** 1 photo minimum showing at least 3 exposed roof members (i.e. trusses, rafters) with tape measure between roof members to show on center spacing.
- Verify Roof Deck Thickness (Section 4.1)
 - 📷 **Documentation:** 1 photo of sheathing type and thickness, i.e. plywood/OSB grade stamp or sheathing edge with tape measure
- If Applicable, Verify Wood Board Deck Gaps (Section 4.1)
 - 📷 **Documentation:** 4 photos (from different areas of the roof) taken from the topside of the bare roof deck with tape measure showing gap width between boards. Refer to [Technical Bulletin FH 2023-07](#) for additional documentation that may be required for wood board roof decking with gaps greater than 1/8 inches.



NEW ROOF CHECKLIST (continued)

- Verify Roof Deck Attachment and Fastener Type (Section 4.2)
 - 📷 **Documentation:** 1 photo showing type of fastener used – photos must show either carton label indicating nail type and size, or full nails clearly showing ring shank with tape measure showing length (required minimum 8D ring shank as specified in Section 2.8)
 - 📷 **Documentation:** 8 total photos showing maximum nail spacing: 4 photos must be taken from above roof deck showing nail spacing with tape measure in four different locations, and 4 photos must be provided from four different locations within the attic. Each photo in attic must include 2 consecutive structural roof members (truss and/or rafter) and show any areas where excessive shiners are present. All photos must be taken after roof has been re-nailed.
 - ⚠️ **When conditions make it impossible for the photos described above to be obtained, refer to [Technical Bulletin FH 2022-01](#) for alternate documentation options.**
 - 📷 **Documentation:** If attachment is by engineer, signed and sealed letter from professional engineer for roof deck uplift attachment analysis

- Verify Sealed Roof Deck (Section 4.4)
 - ⚠️ **For re-roofing over existing self-adhered membrane, refer to [Technical Bulletin FH 2022-05](#) for specific documentation requirements.**
 - 📷 **Documentation for all sealed roof deck methods:** 1 legible photo of each label for each approved synthetic underlayment, 30# felt, self-adhered underlayment, and/or seam tape product showing ASTM
 - 📷 **Documentation for taped seams and underlayment – Section 4.4.1.1** (see below):
 - 4 overall photos (one from each elevation) after seams are taped
 - 4 overall photos (one from each elevation) after underlayment/anchor sheet is installed
 - 2 closer photos showing underlayment/anchor sheet nailing pattern
 - For tile roof cover, 4 photos (one from each elevation) showing installed cap sheet.
 - For homes within 3000 ft of a saltwater shoreline, 1 photo of packaging for cap nails used to attach underlayment to roof deck showing that they meet FORTIFIED Corrosion Protection Requirements
 - 📷 **Documentation for 2-Ply Underlayment – Section 4.4.1.2:**
 - 4 overall photos (one from each elevation) showing installed underlayment
 - 2 closer photos showing underlayment nailing pattern
 - For homes within 3000 ft of a saltwater shoreline, 1 photo of packaging for cap nails used to attach underlayment to roof deck showing that they meet FORTIFIED Corrosion Protection Requirements
 - 📷 **Documentation for Self-Adhered Membrane – Sections 4.4.1.3 and 4.4.2.2:**
 - 4 overall photos (one from each elevation) showing installed membrane before bond break is applied
 - if bond break is applied, 4 photos from different eave/rake locations showing bond break held back 8" from edge.
 - 📷 **Documentation for Closed Cell Spray Foam – Section 3.2:**
 - 4 photos from different areas within attic showing spray foam installation at sheathing joints and roof framing members.
 - Documentation from the installing contractor identifying the manufacturer and product

- Verify Drip Edge (Section 4.5)
 - 📷 **Documentation:** 4 photos from different areas showing drip edge installation and nailing pattern
 - ⚠️ **If leaf guards and/or gutters are present, refer to [Technical Bulletin FH 2023-09](#) for guidance and additional requirements**



NEW ROOF CHECKLIST (continued)

- Verify Flashing (Section 4.6)
- Verify Roof Cover Rating and Attachment (Sections 4.7 and 4.8)

 **If rain diverters are present, refer to [Technical Bulletin FH 2024-02](#) for guidance and additional requirements**

 **Documentation for all roof covers:** Minimum roof slope for all roof cover types present on the home
Some examples of how roof slope can be documented are by holding a T-square up to the roof eave to show "rise over run", by placing an inclinometer on the roof and photographing the reading, or by using a mobile app to measure and including a photo capture of the results.

 **Documentation for all roof covers:** Minimum of 4 photos, showing entire fully installed roof cover

 **Documentation for asphalt shingle roof covers** (see below):

- 1 photo of shingle packaging showing manufacturer and product name
- 1 photo of shingle packaging showing shingle ASTM rating and class
- 1 photo of starter strip packaging showing manufacturer, product name and ASTM rating
- 4 photos (one from each elevation) showing installed starter strip
 - If using mastic instead of self-adhered starter, 4 additional photos (one from each elevation) of mastic bed with tape measure showing minimum 8" wide strip of adhesive applied
- 4 photos of starter strip installation from different areas (include eave and rake)
- For homes within 3000 ft of a saltwater shoreline, photo of shingle nail packaging showing nails meet FORTIFIED Corrosion Protection Requirements
- For homes with clay hip and ridge tiles over asphalt shingle roof covers, refer to [Technical Bulletin 2023-05](#) for additional documentation requirements

 **For Hail Supplement Only:** 1 photo of shingle packaging showing hail rating OR
 documentation showing IBHS or other hail impact rating (Refer to Section 7.2.1)

 **Documentation for clay and concrete tile roof covers** (see below):

- **To be provided by Roofer or Engineer:** Documentation of required site design uplift pressures (or required moment resistance) for all roof zones, such as signed and sealed letter from professional engineer or pdf printout from FORTIFIED design pressure calculator
- **To be provided by Roofer:** Certified test report for clay/concrete tile product (Refer to section 2.10.1) with installed system circled
- **To be provided by Roofer:** Certified test report for roof tile structural supports
- **To be provided by Roofer:** Certified test report for adhesive foam (if used)
- Certified test report for tile underlayment
- 1 photo of roof tile fastener packaging showing manufacturer, product, type and size of roof tile fasteners (if used). For homes within 3000 ft of a saltwater shoreline, photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements
- 4 photos from different locations showing in-progress installation of roof cover to confirm compliance with certified test report

 **For Hail Supplement Only:** 1 photo of tile packaging showing hail rating or other
 documentation showing hail impact rating (Refer to Section 7.2.2)

 **Documentation for metal panel roof covers** (see below):

- **To be provided by Roofer or Engineer:** Documentation of required site design uplift pressures for all roof zones, such as signed and sealed letter from professional engineer or pdf printout from FORTIFIED design pressure calculator
- **To be provided by Roofer:** Certified test report for metal panel system (Refer to section 2.10.1) with installed system circled

- 1 photo of metal panel fastener packaging showing manufacturer, product, type and size. For homes within 3000 ft of a saltwater shoreline, photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements
- 4 photos from different locations showing installed metal panel fastener spacing with tape measure in all roof zones

 **For Hail Supplement Only:** 1 photo of metal panel packaging showing hail rating or other documentation showing hail impact rating (Refer to Section 7.2.3)

 **Documentation for wood shake/shingle or other steep slope roof covers** (see below):

- **To be provided by roofer:** Certified test report for roof cover (Refer to section 2.10.1)
- 1 photo of fastener packaging showing manufacturer, product, type and size. For homes within 3000 ft of a saltwater shoreline, photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements

 **For Hail Supplement Only:** 1 photo of roof cover packaging showing hail rating or other documentation showing hail impact rating (Refer to Section 7.2.4)

 **Documentation for low slope roof covers** (see below):

- **To be provided by Roofer:** Documentation of required site design uplift pressures for all roof zones
- **To be provided by Roofer:** Certified test report for low slope roof cover system (Refer to section 2.10.1) with installed system circled
- 4 photos from different locations showing in-progress installation of roof cover to confirm compliance with certified test report

 **For Hail Supplement Only:** 1 photo of low-slope roof cover packaging showing hail rating or other documentation showing hail impact rating (Refer to Section 7.3)

Verify Ridge and Off-ridge Attic Vents (Section 4.9)

-  **Documentation:** Minimum of 1 legible photo of packaging for each roof mounted vent showing manufacturer, model and TAS 100(A) rating. Product information (pdf) must be included if TAS 100(A) rating is not shown on packaging.



Hurricane Only: Verify Gable End Attic Vents and Covers (Section 4.9)

-  **Documentation:** 1 photo of each gable end vent that is open to the attic space, showing a temporary cover to be used when a storm approaches and that permanent hardware, for attaching the cover is installed.

Verify Roof-mounted Photovoltaic (PV) Systems (Section 4.10)

-  **Documentation:** Letter of compliance from professional engineer as described in Section 4.10
-  **Documentation:** Photos showing the roof-mounted PV system
-  **For Hail Supplement Only:** Documentation of PV hail rating, such as FM approval or UL test report (Refer to Section 7.5)



For Hail Supplement Only: if Skylights are present, Verify Hail Impact Rating (Section 7.4)

-  **Documentation:** 2 photos for each skylight; one overall photo and one photo showing label with impact rating OR alternate documentation of skylight hail rating such as FM approval or Miami-Dade NOA

Verify Roofer Compliance:

-  **Documentation:** Confirm that Roofer has completed and submitted the appropriate Roofing Compliance Forms