



Photo Submission Waiver Instructions

- **Attach the photo submission and completed waiver to the link in the portal.**
- **Mid-Roofs:** Provide high quality photos that clearly depict the following. There is no limit on how many photos can be submitted; if any of the following are missing from the photo inspection, the photos will be deemed insufficient and result in a failed mid-roof inspection. Photos taken from the ground will not suffice. Pictures must be taken via drone or from on top of the roof itself.
 - Show that the roof is 25%-75% completed with new material.
 - Show all roof lines that require Ice & water barrier.
 - Flashing
 - Drip edge
 - Please include a photo of the front of the house showing the address.
- **Final Roof:** Please include the following in final roof inspections submitted via photo.
 - Up close detailed photos on penetrations and pipe jacks.
 - All applicable flashing, step-flashing, kick outs, and headwall flashing.
 - Drip edge
 - Show visible nail heads depicting ridge-caps that need sealant and all other nail heads needing sealant.
 - Included photos of the completed roof.
- An inspector will be assigned to the inspection and will provide results to your portal.
- Expected timeframes:
 - Mid-Roof: 24 hours
 - Final Roof: 3 days



Photo Submission Waiver for the City of Centennial Building Division

City of Centennial Permit # _____ Project Address: _____

Submitted by: _____ Contractor: Y / N

Email & Phone #: _____ # of Photos Submitted _____

Type of Inspection: _____

I _____, hereby request permission to the City of Centennial Building Division to use photographs submitted in lieu of an in-person inspection.

I certify that I am the permit holder or authorized representative of the owner of the building or property being inspected, and that I have the right to grant permission to use the photographs provided on this date.

I understand that the City of Centennial Building Division may use these photographs to conduct an inspection of the building or property and to make any necessary determinations or decisions based on the photographic information provided.

I authorize the City of Centennial Building Division to use the photographs of the building and/or property with or without my name and for any lawful purpose related to building inspections.

I acknowledge that submission of photographs does not allow the project to cover any work until approval of the work and inspection has been completed, if work is covered prior to that approval, I acknowledge that removal of any covered work may be required. and that the City of Centennial will not be liable for any loss, damage, or expense that I may incur because of any errors or omissions in the photographs.

I acknowledge that an in-person inspection may be required at any time at the discretion of the City of Centennial and that the waiver is only valid for the specific inspection for which I am submitting these photographs.

I acknowledge that I am at least 18 years of age, and that I have ready and fully understood this release and agree to be bound thereby.

Signature: _____

Printed Name: _____ Date: _____