

Roofing final inspection checklist

Roofing final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against NRCA guidance, manufacturer installation requirements. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The roofing foreman at completion, then the GC or owner's representative at final acceptance. When: After the finish material and all flashing and edge metal are installed, before turnover and warranty issuance.

Field and edges

- ☐ **Field material laid straight with consistent exposure**
Courses or panels aligned, exposure consistent across the roof, no lifted or cracked pieces. 3 photos required
- ☐ **Edge metal, drip edge and coping seated and fastened**
Seams lapped in the direction of water flow, fasteners at the spacing called for, no oil-canning at coping caps. 2 photos required
- ☐ **Ridge, hip and termination laps fastened and sealed**
Ridge, hip and rake caps lapped away from the prevailing wind with each fastener covered, or on low slope, membrane terminations and laps sealed at their ends. 1 photo required

Penetrations and flashing

- ☐ **Pipe boots, curbs and stacks sealed and counterflashed**
No visible gaps at the collar, sealant tooled and continuous, counterflashing covering the base flashing. 2 photos required
- ☐ **Wall and parapet counterflashing seated and sealed**
Where the roof meets a wall or parapet, counterflashing is set in the reglet or held with bar, sealant continuous along the top edge, laps running with the water. No photo required
- ☐ **Equipment supports and pipe stands isolated from the membrane**
Where equipment or piping sits on the roof, supports rest on pads or stands the manufacturer allows, no bare metal, wood or block on the roof surface. No photo required
- ☐ **Roof walked for other trades' damage before turnover**
Areas where mechanical, electrical, solar or vent crews worked checked for punctures, scuffs and dropped-tool marks; anything found repaired by the roofer. 1 photo required

Drainage

- ☐ **Drains, scuppers and gutters clear and flow-tested**
Water introduced at the high point drains fully with no ponding at low spots after a set time. 2 photos required
- ☐ **Roof surface free of debris and fastener scraps**
No loose fasteners, cut-offs or packaging left on the roof or caught in gutters. 1 photo required
- ☐ **Each roof outlet connected and guarded at its discharge**
Gutters pitched to outlets with downspouts tied to splash blocks or the storm line, or drain strainers and clamping rings bolted tight and scupper boxes connected. 1 photo required

Closeout and warranty

- ☐ **Baseline photo set taken of each roof area at completion**
Wide shots of every roof area plus close-ups at penetrations, drains and edges, filed as the reference for future maintenance walks. **2 photos required**
- ☐ **Manufacturer's final inspection done and its punch items closed**
Rep's final report on file where the warranty requires one, each listed item marked corrected before turnover. **No photo required**
- ☐ **Warranty application and roof as-built plan submitted**
Warranty paperwork, roof plan with drain and penetration locations, and maintenance requirements handed to the owner's closeout file. **No photo required**