



**BUILDING AND SAFETY DIVISION
 PLANNING & DEVELOPMENT DEPARTMENT
 100 S HILL ST GRIFFIN, GA 30223
 770-233-4130**

It has been found that the roofing project at _____ in Griffin, Ga does not have an approved roof decking / felt underlayment inspection on record. In place of the inspection, and at the discretion of the inspector, this letter may be submitted to the city at 100 S Hill St Griffin, Ga 30223 to Planning & Development acknowledging responsibility for work completed. A city representative is required to notarize this document for acceptance.

Address _____

Permit _____

Date Inspected _____

Letter Allowed YES / NO

Inspector _____

Signature _____

I, _____, in representation of the company _____ or myself, provide this notarized letter in place of a roof decking and/or felt underlayment inspection. This letter certifies that installation of any roof decking, felt underlayment, and drip edge was performed in accordance to the 2012 International Residential Code with applicable Georgia amendments. This letter also indicates sole liability of the above signed for the work performed at the aforementioned address on ____ / ____ / ____.

Administered Oath []

Sworn to and subscribed before me this _____ day of _____, 20 _____.

 Notary Public, State of Georgia

Personally Known []
 or Produced ID []

 (Print, Type, or Stamp Commissioned Name)

Type of ID Produced:
