



RE-DESIGNATIONTM

DOCUMENTATION REQUIREMENTS

VERSION 2021.1

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 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:

- Photo documentation of product packaging
- 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
- 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

The checklist in this document is ONLY to be used when submitting documentation for a FORTIFIED Home™ Re-designation.

ALL PHOTOS MUST BE SITE SPECIFIC

verified by geolocation stamp or home address visible in photo

- If the roof has been replaced in the last 5 years, or there has been an addition to the home with a new roof installed, all documentation required for a New Roof evaluation is required. Refer to New Roof Documentation Checklist.**

- Collect overall condition eligibility photos:

-  **Documentation:** 4 finished elevation photos, one from each side of the home showing the full roof cover and all windows, doors, additions, and renovations

-  **For Hurricane Only:** collect photos of any exposed visible uplift connectors attaching the home to the foundation (such as connections of piers/pilings for elevated foundations). Photos must show condition of connectors to identify any visible corrosion (such as rust) and must include photos both “zoomed out” to show the general area where corrosion is visible and “zoomed in” to show the corroded area close-up. Note: observation of rust or corrosion may require further action for re-designation.



- For Hurricane Only:**

-  Collect photos of any visible roof cover fasteners. Photos must show condition of fasteners to identify any visible corrosion (such as rust) and must include photos both “zoomed out” to show the general area where corrosion is visible and “zoomed in” to show the corroded area close-up. Note: observation of rust or corrosion may require further action for re-designation.



- For Hurricane Only:**

-  Collect photos of any visible roof vent or soffit fasteners. Photos must show condition of fasteners to identify any visible corrosion (such as rust) and must include photos both “zoomed out” to show the general area where corrosion is visible and “zoomed in” to show the corroded area close-up. Note: observation of rust or corrosion may require further action for re-designation.

- If any portion of the roof has been repaired in the last 5 years, collect the following:

-  **Documentation if any roof structural members (i.e. trusses or rafters were replaced:**

- collect signed and sealed repair design from professional engineer and 1 photo of each structural member repair

-  **Documentation if any roof sheathing panels were replaced:**

- collect 1 photo per each replaced panel showing sheathing type and thickness by either plywood/OSB stamp or sheathing edge with tape measure
 - For all replaced roof sheathing, collect 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 2.6)
 - For all replaced roof sheathing, collect 8 total photos showing maximum nail spacing: 4 photos must be taken from above roof deck showing nail spacing with tape measure and 4 photos must be taken from within attic showing tic marks at nail locations on 4-ft (minimum) long roof member sections over 4 consecutive roof members (at least 13 nails are required in each 4-ft span)



FORTIFIED ROOF RE-DESIGNATION CHECKLIST

- If any portion of the sealed roof deck (tape/underlayment) was repaired in the last 5 years, collect the following:
 - Documentation:** 1 photo of each area of repaired SRD. Photos must be taken after seams are taped or the fully adhered membrane is installed (before the bond break is installed if applicable) AND Photos must also be taken after felt/synthetic underlayment installation showing nails/nailing pattern.
 - Documentation:** 1 photo of each underlayment label showing ASTM and 1 photo of tape label showing ASTM if tape is used.

- If any portion of the drip edge was replaced in the last 5 years, collect the following:
 - Documentation:** 1 photo of each replaced section of drip edge showing installation including overlaps and nailing pattern.

- If any portion of the roof cover was replaced in the last 5 years, collect the following:
 - 1 overall photo showing finished repaired roof cover section
 - 2 photos minimum of roof cover installation showing starter strip installation for shingle roof covers, and mechanical fastener spacing
 - 1 photo showing product packaging/label identifying ASTM or other rating/identifying information
 - For roof covers other than asphalt shingles:** collect certified design pressure report for roof cover system, such as an ICC-ES or TDI evaluation report, Florida product approval or Miami-Dade NOA. Refer to section 2.8.1 of the 2020 FORTIFIED Home Standard for additional information.
 - For Hail Supplement Only:** 1 photo of roof cover product packaging showing hail rating OR product information showing hail rating (Refer to section 7.2 or 7.3)

- If any roof mounted photovoltaic systems have been replaced in the last 5 years, collect the following:
 - Letter of compliance from professional engineer for PV anchorage and attachment (Refer to section 3.4)
 - 1 photo of installed PV system showing connections to structure

- For Hurricane Only:** If any roof mounted vents or soffits have been replaced in the last 5 years, collect the following:
 - Minimum of 1 legible photo of packaging for each roof mounted vent showing manufacturer, model and TAS 100(A) rating. Product information (pdf) may also be included.





FORTIFIED SILVER & GOLD RE-DESIGNATION CHECKLIST

- If there have been structural renovations or additions to the home in the last 5 years, all documentation required for a New Silver or Gold evaluation is required for the renovation/addition. Refer to New Silver and Gold Designation Checklists.**

- Complete FORTIFIED Roof Re-designation Documentation Checklist



- For Hurricane Only:**

- collect photos of any exposed visible attached structure connectors, anchors or fasteners. Photos must show condition of connectors to identify any visible corrosion (such as rust) and must include photos both “zoomed out” to show the general area where corrosion is visible and “zoomed in” to show the corroded area close-up. Note: observation of rust or corrosion may require further action for re-designation.



- For Hurricane-Gold Only:**

- collect photos of any exposed visible continuous load path (CLP) connectors, anchors or fasteners. Photos must show condition of connectors to identify any visible corrosion (such as rust) and must include photos both “zoomed out” to show the general area where corrosion is visible and “zoomed in” to show the corroded area close-up. Note: observation of rust or corrosion may require further action for re-designation.

- If any garage doors have been added, modified, or replaced in the last 5 years, collect the following:
 - Documentation for garage door testing and impact and design pressure rating such as Florida Product Approval or Miami-Dade NOA for each modified garage door
 - 2 photos of each modified garage door; one overall photo (from inside garage with door closed) and one photo of label clearly showing testing standards and design pressure/impact rating



- For Hurricane Only:** If any skylights have been added, modified, or replaced in the last 5 years, collect the following:

- Documentation of skylight impact and design pressure rating such as Florida Product Approval or Miami-Dade NOA
- 2 photos for each modified skylight; one overall photo and one photo showing label with rating information



- For Hurricane Only:** If any entry doors have been added, modified, or replaced in the last 5 years, collect the following:

- Documentation for entry door testing and impact and design pressure rating such as Florida Product Approval or Miami-Dade NOA for each modified entry door
- 2 photos for each modified entry door; one overall photo and one photo showing label with design pressure/ impact rating



- For Hurricane Only:** If any windows have been added, modified, or replaced in the last 5 years, collect the following:

- Documentation for window testing and impact and design pressure rating such as Florida Product Approval or Miami-Dade NOA for each modified window
- 2 photos for each modified window; one overall photo and one photo showing label with design pressure/ impact rating



FORTIFIED SILVER & GOLD RE-DESIGNATION CHECKLIST

- For Hurricane Only:** If any window and door shutters or opening protection systems have been added, modified, or replaced in the last 5 years, collect the following:
 - Documentation for opening protection system testing and impact and design pressure rating such as Florida Product Approval or Miami-Dade NOA for each modified opening protection system
 - 2 photos for each different type of shutter/protective cover; one overall photo and one photo showing label with design pressure/impact rating