



West Point  
Georgia

## Re-Roofing Inspection Process

### City of West Point

730 1st Ave.

West Point GA 31833

706-645-3522

Dear Customer,

Re-roofing projects (commercial and residential) within the City of West Point require a permit and inspections. Please provide proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. Once you have the permit on site, you may schedule an inspection via the [inspections@cityofwestpointga.com](mailto:inspections@cityofwestpointga.com) email. Please include any special instructions (call ahead, lock box codes, etc.) and a contact number. Inspections received by 4:00pm will be conducted the next regular day of business, excluding holidays or inclement weather. You may email photos to the inspection request email as well (preferably with the inspection request). Please give the address, permit number and a contact number. Once the inspection is complete and approved, the inspector will sign the permit card. Should the inspection fail, a correction notice will be left on site. The permit must be posted on site to get an inspection.

Note: please refer to the manufacturer's installation instructions for your roofing product. Some manufacturers will not accept metal valley flashing and require the 36" wide "ice and water" adhesive membrane be installed.

Sincerely,

William Hart  
Building Official

