



# DOCUMENTATION REQUIREMENTS

FOR ALL FORTIFIED HOME DESIGNATIONS

VERSION 2022.2

## VERIFICATION IS A KEY COMPONENT TO FORTIFIED

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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

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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

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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

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This document includes checklists which can be used to submit documentation for any of the FORTIFIED Home™ designations. It is applicable for new home construction or existing homes being re-roofed.



# EXISTING ROOF CHECKLIST

For use when the roof is in good condition and is not being replaced.

## ALL PHOTOS MUST BE SITE SPECIFIC

verified by geolocation stamp or home address visible in photo

- Verify if dwelling is eligible (Section 2.2)

- 📷 Documentation: 4 elevation photos, one from each face of dwelling



**If elevated roof-mounted (rooftop) deck(s) are present on the home, engineering evaluation is required. Refer to [Technical Bulletin FH 2022-03](#) for additional information and requirements.**

- Verify if foundation qualifies (Sections 2.3 and 2.4)

- 📷 **Documentation:** For slab on grade and stem-wall foundations with no access to crawl space, a minimum of 1 photo from each elevation is acceptable. For all other foundation types, 4 photos minimum showing the foundation type and any positive connections to structure are required. Photos should be close enough to clearly see connections/anchorage.

- ✖ **Observation of dry-stack foundation automatically DISQUALIFIES the home**

- Verify Roof Structural Members (Section 2.5)

- 📷 **Documentation:** 1 photo minimum showing at least 3 exposed roof members (i.e. trusses, rafters) with tape measure between roof members to show on center spacing.

- Verify Roof Deck and Roof Cover (Section 3.1)

- 📷 **Documentation:** 1 photo of sheathing type and thickness, i.e. plywood/OSB grade stamp or sheathing edge with tape measure

- 📷 **Documentation:** 4 finished elevation photos from each side of the home showing the full installed roof cover.

- 📷 **Documentation:** 4 photos from different areas showing that drip edge is installed

- 📷 **Documentation if closed cell spray foam is NOT used:** signed and sealed letter from professional engineer verifying existing roof deck attachment per Section 3.2



- For Hail Supplement Only:** Verify Roof Cover Impact Rating (Section 7.2 or 7.3)

- 📷 **Documentation:** 1 photo of shingle packaging showing hail rating OR product information showing hail rating

- Verify Sealed Roof Deck (SRD) (Section 3.2)

- 📷 **Documentation if closed cell spray foam is used:**

- 4 photos from different areas within attic showing spray foam installation at sheathing joints and roof framing members.

- Documentation from the installing contractor identifying the manufacturer and product

- 📷 **Documentation if verifying existing underlayment:**

- 4 photos of SRD captured before underlayment and roof cover were installed




## EXISTING ROOF CHECKLIST (continued)



**For Hurricane Only:** Verify Attic Vents and Covers (Section 3.3)

- Documentation:** 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.
- Documentation:** 1 photo of each gable end vent that is open to the attic space, showing a temporary cover to be used when a storm approaches and that permanent hardware, for attaching the cover is installed.

Verify Roof-mounted Photovoltaic (PV) Systems (Section 3.4)

- Documentation:** Letter of compliance from professional engineer as described in Section 4.10
-  **For Hail Supplement Only:** Documentation of PV hail rating, such as FM approval or UL test report (Refer to Section 7.5)



For Hail Supplement Only if Skylights are present, Verify Hail Impact Rating (Section 7.4)

- Documentation:** 2 photos for each skylight; one overall photo and one photo showing label with impact rating OR alternate documentation of skylight hail rating such as FM approval or Miami-Dade NOA



# NEW ROOF CHECKLIST

For use on new home or for an existing home being re-roofed.

## ALL PHOTOS MUST BE SITE SPECIFIC

verified by geolocation stamp or home address visible in photo

- Verify if dwelling is eligible (Section 2.2)
  - 📷 **Documentation:** 4 elevation photos, one from each face of dwelling
  
- Verify if foundation qualifies (Sections 2.3 and 2.4)
  - 📷 **Documentation:** For slab on grade and stem-wall foundations with no access to crawl space, a minimum of 1 photo from each elevation is acceptable. For all other foundation types, 4 photos minimum showing the foundation type and any positive connections to structure are required. Photos should be close enough to clearly see connections/anchorage.
  - ✖ **Observation of dry-stack foundation automatically DISQUALIFIES the home**
  
- Verify Roof Structural Members (Section 2.5)
  - 📷 **Documentation:** 1 photo minimum showing at least 3 exposed roof members (i.e. trusses, rafters) with tape measure between roof members to show on center spacing.
  
- Verify Roof Deck Thickness (Section 4.1)
  - 📷 **Documentation:** 1 photo of sheathing type and thickness, i.e. plywood/OSB grade stamp or sheathing edge with tape measure
  
- Verify Roof Deck Attachment and Fastener Type (Section 4.2)
  - 📷 **Documentation:** 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)
  - 📷 **Documentation:** 8 total photos showing maximum nail spacing: 4 photos must be taken from above roof deck showing nail spacing with tape measure in four different locations, and 4 photos must be provided from four different locations within the attic. Each photo in attic must include 2 consecutive structural roof members (truss and/or rafter) and show any areas where excessive shiners are present.
  - ⚠ **When conditions make it impossible for the photos described above to be obtained, refer to [Technical Bulletin FH 2022-01](#) for alternate documentation options.**
  - 📷 **Documentation:** If attachment is by engineer, signed and sealed letter from professional engineer for roof deck uplift attachment analysis
  
- Verify Sealed Roof Deck (Section 4.4)
  - ⚠ **For re-roofing over existing self-adhered membrane, refer to [Technical Bulletin FH 2022-05](#) for specific documentation requirements.**
  - 📷 **Documentation for all sealed roof deck methods:** 1 legible photo of each label for each approved synthetic underlayment, 30# felt, self-adhered underlayment, and/or seam tape product showing ASTM



## NEW ROOF CHECKLIST (continued)

- Documentation for taped seams and underlayment – Section 4.4.1.1** (see below):
  - 4 overall photos (one from each elevation) after seams are taped
  - 4 overall photos (one from each elevation) after underlayment/anchor sheet is installed
  - 2 closer photos showing underlayment/anchor sheet nailing pattern
  - For tile roof cover, 4 photos (one from each elevation) showing installed cap sheet.
  - For homes within 3000 ft of a saltwater shoreline, 1 photo of packaging for cap nails used to attach underlayment to roof deck showing that they meet FORTIFIED Corrosion Protection Requirements
- Documentation for 2-Ply Underlayment – Section 4.4.1.2:**
  - 4 overall photos (one from each elevation) showing installed underlayment
  - 2 closer photos showing underlayment nailing pattern
  - For homes within 3000 ft of a saltwater shoreline, 1 photo of packaging for cap nails used to attach underlayment to roof deck showing that they meet FORTIFIED Corrosion Protection Requirements
- Documentation for Self-Adhered Membrane – Sections 4.4.1.3 and 4.4.2.2:**
  - 4 overall photos (one from each elevation) showing installed membrane before bond break is applied
  - if bond break is applied, 4 photos from different eave/rake locations showing bond break held back 8" from edge.
- Documentation for Closed Cell Spray Foam – Section 3.2:**
  - 4 photos from different areas within attic showing spray foam installation at sheathing joints and roof framing members.
  - Documentation from the installing contractor identifying the manufacturer and product
- Verify Drip Edge (Section 4.5)
  - Documentation:** 4 photos from different areas showing drip edge installation and nailing pattern
- Verify Flashing (Section 4.6)
- Verify Roof Cover Rating and Attachment (Sections 4.7 and 4.8)
  - Documentation for all roof covers:** Minimum roof slope for all roof cover types present on the home  
*Some examples of how roof slope can be documented are by holding a T-square up to the roof eave to show "rise over run", by placing an inclinometer on the roof and photographing the reading, or by using a mobile app to measure and including a photo capture of the results.*
  - Documentation for all roof covers:** 4 finished elevation photos from each side of the home showing installed roof cover
  - Documentation for asphalt shingle roof covers** (see below):
    - 1 photo of shingle packaging showing manufacturer and product name
    - 1 photo of shingle packaging showing shingle ASTM rating and class
    - 4 photos of starter strip installation from different areas (include eave and rake)
    - For homes within 3000 ft of a saltwater shoreline, photo of shingle nail packaging showing nails meet FORTIFIED Corrosion Protection Requirements
  - For Hail Supplement Only:** 1 photo of shingle packaging showing hail rating OR documentation showing IBHS or other hail impact rating (Refer to Section 7.2.1)
  - Documentation for clay and concrete tile roof covers** (see below):
    - **To be provided by Roofer:** Certified test report for clay/concrete tile product (Refer to section 2.8.1)
    - **To be provided by Roofer:** Certified test report for roof tile structural supports
    - **To be provided by Roofer:** Certified test report for adhesive foam (if used)
    - Certified test report for tile underlayment



## NEW ROOF CHECKLIST (continued)

- 1 photo of roof tile fastener packaging showing manufacturer, product, type and size of roof tile fasteners (if used). For homes within 3000 ft of a saltwater shoreline, photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements




For Hail Supplement Only: 1 photo of tile packaging showing hail rating or other documentation showing hail impact rating (Refer to Section 7.2.2)

 **Documentation for metal panel roof covers** (see below):

- **To be provided by Roofer or Engineer:** Documentation of required site design uplift pressures for all roof zones, such as signed and sealed letter from professional engineer or pdf printout from FORTIFIED design pressure calculator
- **To be provided by Roofer:** Certified test report for metal panel system (Refer to section 2.8.1)
- 1 photo of metal panel fastener packaging showing manufacturer, product, type and size. For homes within 3000 ft of a saltwater shoreline, photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements
- 4 photos from different locations showing installed metal panel fastener spacing with tape measure in all roof zones



For Hail Supplement Only: 1 photo of metal panel packaging showing hail rating or other documentation showing hail impact rating (Refer to Section 7.2.3)

 **Documentation for wood shake/shingle or other steep slope roof covers** (see below):

- **To be provided by roofer:** Certified test report for roof cover (Refer to section 2.8.1)
- 1 photo of fastener packaging showing manufacturer, product, type and size. For homes within 3000 ft of a saltwater shoreline, photo must show that fasteners meet FORTIFIED Corrosion Protection Requirements



For Hail Supplement Only: 1 photo of roof cover packaging showing hail rating or other documentation showing hail impact rating (Refer to Section 7.2.4)

 **Documentation for low slope roof covers** (see below):



- **To be provided by Roofer:** Documentation of required site design uplift pressures for all roof zones
- **To be provided by Roofer:** Certified test report for low slope roof cover system (Refer to section 2.8.1)





For Hail Supplement Only: 1 photo of low-slope roof cover packaging showing hail rating or other documentation showing hail impact rating (Refer to Section 7.3)



Hurricane Only: Verify Attic Vents and Covers (Section 4.9)


-  **Documentation:** 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.
-  **Documentation:** 1 photo of each gable end vent that is open to the attic space, showing a temporary cover to be used when a storm approaches and that permanent hardware, for attaching the cover is installed.

Verify Roof-mounted Photovoltaic (PV) Systems (Section 4.10)

-  **Documentation:** Letter of compliance from professional engineer as described in Section 4.10
-  **For Hail Supplement Only:** Documentation of PV hail rating, such as FM approval or UL test report (Refer to Section 7.5)



**For Hail Supplement Only:** if Skylights are present, Verify Hail Impact Rating (Section 7.4)

-  **Documentation:** 2 photos for each skylight; one overall photo and one photo showing label with impact rating OR alternate documentation of skylight hail rating such as FM approval or Miami-Dade NOA

Verify Roofer Compliance:

-  **Documentation:** Confirm that Roofer has completed and submitted

- Verify FORTIFIED Roof requirements are met



- Hurricane Only:** Verify Windows and Skylights Impact Rating (Section 5.2)

- Documentation:** 2 photos for each type of window or impact-rated window cover; one overall photo and one photo showing label with impact rating OR alternate documentation of impact rating such as certified test report per section 2.7. Photos must show permanent anchor installation for temporary impact protection systems if applicable and that temporary impact protection systems are stored onsite.
- Documentation:** 2 photos for each skylight; one overall photo and one photo showing label with impact rating OR alternate documentation of impact rating such as certified test report per section 2.7.



- Hurricane Only:** Verify Entry Doors Impact Rating (Section 5.3)

- Documentation:** 2 photos for each type of entry door or impact-rated entry door cover; one overall photo and one photo showing label with impact rating OR alternate documentation of impact rating such as certified test report per section 2.7. Photos must show permanent anchor installation for temporary impact protection systems if applicable and that temporary impact protection systems are stored onsite.

- Verify Garage Doors Impact (for Hurricane) and Design Pressure Rating (Sections 5.4.1 and 5.4.2)

- Documentation:** 2 photos of each 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 OR alternate documentation of design pressure and impact rating such as certified test report per sections 2.7 and 2.8.2. (For High Wind, only design pressure rating is required)
- Documentation:** 2 photos for each impact-rated garage door cover if applicable; one overall photo and one photo showing label with impact rating OR alternate documentation of impact rating such as certified test report per section 2.7. Photos must show permanent anchor installation for temporary impact protection systems if applicable and that temporary impact protection systems are stored onsite.

- Verify Gable End Wall Sheathing (Section 5.5.1)

- Documentation:** 1 photo per gable end showing sheathing type and thickness by plywood/OSB stamp or sheathing edge with tape measure from within the attic

- Verify Gable End Wall Framing and Bracing (Section 5.5.2)

- Documentation:** 2 photos per gable end showing bracing at top and at bottom and connection to supporting wall below from within the attic



- Hurricane Only:** Verify Gable End Overhang Construction (5.5.3)

- Documentation:** 1 photo per gable end showing length of gable end overhangs with tape measure
- Documentation:** 1 photo per gable end showing overhang framing from within the attic. Photos must show that gable end rake soffits are NOT vented.





## SILVER CHECKLIST (continued)

- Hurricane Only:** Verify Vented Gable End Rake Soffits (Section 5.5.4)
- Hurricane Only:** Verify Soffits (Section 5.6)
  - Documentation for flexible soffits:** 1 photo with tape measure showing length of overhang and flexible soffit cover
  - Documentation for flexible soffit covers requiring intermediate bracing:** 1 photo showing intermediate bracing per FORTIFIED Standard Detail F-S-1
  - Documentation for rigid soffit covers:** 1 photo showing rigid soffit cover
  - Documentation:** For homes within 3000 ft of a saltwater shoreline, documentation must be provided that exposed soffit fasteners meet FORTIFIED Corrosion Protection Requirements
- Verify Chimney Connections (Section 5.7)
  - Documentation:** 1 photo per chimney showing location of chimney on exterior of home
  - Documentation:** 2 photos per chimney showing chimney framing and anchorage to structure from within attic
  - Documentation:** Chimney framing/anchorage details and/or manufacturer information if applicable
- Verify Attached Structure Connections (Section 5.8)
  - Documentation:** 1 photo showing roof member connection to roof beam with metal connectors
  - Documentation:** 1 photo showing connection of roof beam to column with metal connectors or a minimum of (2) bolts
  - Documentation:** 1 photo showing column connection to foundation with metal connectors or a minimum of (2) bolts.
  - Documentation for multi-level attached structures:** 1 photo showing upper level column connections to one of the following at their bottom:
    - Lower level columns with metal connectors or (2) bolts min.
    - Middle floor structural support beams with metal connectors or (2) bolts min.
  - Documentation for multi-level attached structures:** 1 photo showing middle floor beams connections to lower level columns/pilings/piers with metal connectors or a minimum of (2) bolts.
  - Documentation for prescriptive single level attached structures:** Upload printout from FORTIFIED Porch/Carport Uplift Calculator
  - Documentation:** For homes within 3000 ft of a saltwater shoreline, documentation must be provided that exposed attached structure connectors, anchors and fasteners meet FORTIFIED Corrosion Protection Requirements
  - Observation of any nail-only connections (such as toe-nailed connections) for roof, beam and column connections automatically DISQUALIFIES the home from meeting Silver requirements.**
- Verify Engineer Compliance
  - Documentation:** Verify that engineer has completed and submitted Silver Engineering Compliance Form (if applicable)
- Verify Installing Contractor Compliance
  - Documentation:** Verify that installing contractor has completed and submitted Silver Installation Compliance Form

- Verify FORTIFIED Roof and FORTIFIED Silver requirements are met



- Hurricane Only:** Verify Design Pressure Rating of Windows and Doors (Section 6.2)
  - Documentation:** 2 photos for each type of opening; one overall photo and one photo showing label with design pressure rating OR alternate documentation of design pressure rating such as certified test report per section 2.8.2.



- Hurricane Only:** Verify Wall Impact Resistance (Section 6.3)
  - Documentation:** 2 photos showing type and thickness of wall sheathing. Photos must show that exterior is fully sheathed.

- If New Home: Verify Continuous Load Path (CLP) (Section 6.4)
  - Documentation:** 1 photo for each type of roof to wall connection clearly showing connectors
  - Observation of any toe-nailed roof to wall connections automatically DISQUALIFIES the home from meeting Gold requirements.**
  - Documentation:** 1 photo for each type of wall above to wall below connection, clearly showing connectors and/or lapped sheathing
  - For sheathed exterior walls, failure to observe at minimum, lapped sheathing at story levels (or vertical metal strap connectors AND horizontal framing plates if sheathing is not lapped) automatically DISQUALIFIES the home from meeting Gold requirements.**
  - Documentation:** 1 photo for each type of lower wall to foundation connection clearly showing connections spaced at 48" O.C. maximum
  - Observation of wall to foundation connections spaced greater than 48" O.C. automatically DISQUALIFIES the home from meeting Gold requirements.**
  - Documentation:** 1 photo of typical hold down/tension tie at building corners
  - Failure to observe tension ties or hold downs at building corners automatically DISQUALIFIES the home from meeting Gold requirements.**
  - Documentation:** For homes within 3000 ft of a saltwater shoreline, documentation must be provided that exposed CLP connectors, anchors and fasteners meet FORTIFIED Corrosion Protection Requirements

- If Existing Home: Verify Continuous Load Path (CLP) Retrofit (Section 6.5)
  - Documentation:** 1 photo of each type of roof-to-wall connection
  - Documentation:** 1 photo of each type of wall above to wall below connection
  - Documentation:** 1 photo of each type of lower wall to foundation connection

- Verify Engineer Compliance
  - Documentation:** Verify that engineer has completed and submitted Gold Engineering Compliance Form

- Verify Installing Contractor Compliance
  - Documentation:** Verify that installing contractor has completed and submitted Gold Installation Compliance Form