

Appendix “A”

Documentation Requirements

The Oversight Working Group recommends that jobs requiring framing have windstorm plans. In addition, all roof repairs and renovations, other than a typical residential re-shingle, shall require dimensioned roof plans showing the various zones (corners, ends, perimeter, and field) and details or descriptions of the specific type and spacing of fasteners required in each zone. Attachment details including roof curbs should be required for any equipment on the roof.

The proposed recommendations for plans and calculations in the Informal Draft of Texas Administrative Code “Title 28 Insurance, Part 1 Texas Department of Insurance, Chapter 5 Property and Casualty Insurance, Subchapter E Texas Windstorm Insurance Association, Division 7 Inspections for Windstorm and Hail Insurance” are included in A.1. through A.15.

A. Windstorm Plans and Calculations

1. Design criteria used
 - a. Building code standard
 - b. Wind load standard
 - c. Wind speed
 - d. Wind importance factor
 - e. Exposure category per IRC
2. Summary of wind loads for main wind force-resisting systems and for components and cladding with location and summary shown on plans.
 - a. Uplift loads and building components used to transfer uplift loads from the roof to the foundation
 - b. Shear loads and components used to transfer lateral loads from the roof to the foundation
3. Design of connections to transfer wind loads from the roof to the foundation
4. Roof cladding and roof framing connections
5. Roof deck type and anchorage method (fastener type and spacing)
6. Wall connections to roof and floor diaphragms and framing
7. Roof and floor diaphragm systems
 - a. Collectors
 - b. Drag struts
 - c. Boundary elements
8. Vertical wind force resisting systems
 - a. Braced frames
 - b. Moment frames
 - c. Shear walls
9. Wind force resisting system connection to foundation
10. Foundation design, including overturning resistance
11. Design pressure requirements for any roof or exterior covering

12. Type of roof covering or exterior covering and anchorage method (Fastener type and spacing). Anchorage method shall be per manufacturer's installation instructions for the specified design wind pressure unless noted otherwise by the engineer.
 13. Type of soffit material and anchorage method (Fastener type and spacing)
 14. Design pressure required and high wind installation requirements for all exterior opening products
 - a. Windows
 - b. Doors
 - c. Garage Doors
 - d. Skylights
 15. When applicable, method for protection of exterior openings from windborne debris
 16. Dimensioned foundation plan
 17. Dimensioned floor plans
 18. Dimensioned Roof plan
 19. Dimensioned Elevations
 20. Standard notes for wind storm construction
 21. Standard foundation and framing details required for wind storm construction
- B. Specifications
- C. Building Product Information
Product Evaluations from TDI or any Model Code Agency shall be used to determine building code compliance of building products. If a product evaluation is not available, test reports and certificates are required to document acceptability and must show that the specific product being used meets the applicable ICC acceptance criteria standards. The engineer of record must approve all product selections prior to construction.
- D. Inspection Report
See Appendix "B" for a list of recommended items to include in inspection reports.
- E. Completion and submittal of Inspection Verification form WPI-2
- F. Photographs
- G. Letters, if applicable
- H. Emails, if applicable

Appendix “B”

Inspection Report Requirements

An inspection report shall be prepared for each inspection performed and should include the following information:

1. The complete physical address of the location being inspected including
 - a. Street Number
 - b. Street
 - c. City
 - d. County
 - e. Zip Code
2. The date of inspection
3. The type of inspection performed (new structure, addition, etc.)
4. A sketch or drawing of the floor plan, roof plan, and elevations including dimensions and demarcations indicating areas where physical inspections occurred and inspection notes may be included at the engineer’s discretion.
5. Wind zone
 - a. Inland I
 - b. Inland II
 - c. Seaward
6. Exposure category
7. Building products used including:
 - a. Manufacturer’s name
 - b. Product testing information or product evaluation. The actual item used must be noted on each inspection report. A central file can be kept of product testing or product evaluation for frequently specified products.
 - c. Manufacturer’s high wind installation instructions. A central file can be kept of installation instructions for frequently specified products.
 - d. Contractor’s method used to install product. Building products shall be installed per manufacturer’s high wind installation instructions, unless noted otherwise by the engineer.
8. Any discrepancies between construction and the plans and structural calculations prepared and/or confirmed as required
9. Any discrepancies between the building products specified and products discovered during the inspection
10. Document all product labels prior to removal
11. Any remedial or corrective action taken in response to the documented discrepancy or if no discrepancies identified, an indication to that effect

12. The following items shall be inspected:
 - a. Roof Covering (ASTM D3161 (Class F), ASTM D 7158 (Class G or H) Non-Asphalt Shingle)
 - b. Exterior Covering (Design pressure, fastening)
 - c. Exterior Opening (Design pressure, fastening)
 - d. Shear Walls (Length, fastening, location)
 - e. Continuous Load Path
 - f. Foundation
 - g. Gable End Wall Bracing
 - h. If applicable, Windborne Debris Protection
 - i. The appointed engineer should maintain records of previous inspections. Note any previously unresolved discrepancies and any remedial or corrective action taken since the last inspection.
13. The status of the inspection indicating whether the structure was approved or disapproved by the appointed engineer or his employee
14. The printed name and signature of the appointed engineer
15. If an employee performed the inspection, also include the printed name and signature of the inspector