



Planning, Building and Code Enforcement

# Reroof Requirements and Project Worksheet

**When and how to get a building permit for a reroof project.** A permit is required if any of the conditions below apply. To get a permit, complete the Reroof Project Worksheet below and submit the worksheet with a **Building Permit Application**.

- **Exceeding the 25% rule.** A permit is required when 25 percent or more of an existing roof is to be reroofed in any 12-month period. Less than 25 percent is considered a repair and doesn't require a permit.
- **Separate permits for each onsite structure being reroofed.** Secure a separate permit for each building onsite undergoing a reroof project. EXCEPTION: On a single-family property, both a detached garage and the dwelling can be reroofed under the permit obtained for the main house.
- **Non-residential, multifamily, and historical properties need prior Planning Division review.** The Planning Division must first approve reroofing projects for non-residential, multifamily (three or more units) or historical properties listed on the **Historical Resources Inventory** before you get a building permit. Call the Permit Center to speak with a planner.

## REROOF PROJECT WORKSHEET

### Basis for Roof System Approval

|       |        |        |
|-------|--------|--------|
| IES#: | U.L.#: | Other: |
|-------|--------|--------|

|   |  |
|---|--|
| <b>PROJECT ADDRESS:</b>   |  |
| <b>DESCRIBE THE EXISTING ROOF</b>   |  |
| 1. Roof slope:  | 2. Number of existing roof covers to remain:   |
| 3. Material <b>check one:</b> <input type="checkbox"/> Arch Comp <input type="checkbox"/> Built-Up <input type="checkbox"/> Comp <input type="checkbox"/> Concrete/Clay <input type="checkbox"/> Metal Tile <input type="checkbox"/> Shake <input type="checkbox"/> Sheet Metal<br><input type="checkbox"/> Wood Shingles <input type="checkbox"/> Other: _____ |  |
| <b>DESCRIBE THE FIRE RATING</b>   |  |
| 4. Minimum roof Fire Class required by code:  | 5. New Roof Fire Classification <b>check one:</b> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>   |
| 6. Manufacturer:  |  |
| <b>DESCRIBE THE NEW ROOFING MATERIAL</b>  |  |
| 7. Material <b>check one:</b> <input type="checkbox"/> Arch Comp <input type="checkbox"/> Built-Up <input type="checkbox"/> Comp <input type="checkbox"/> Concrete/Clay <input type="checkbox"/> Metal Tile <input type="checkbox"/> Shake <input type="checkbox"/> Sheet Metal<br><input type="checkbox"/> Wood Shingles <input type="checkbox"/> Other: _____ |  |
| 8. Number of "squares" of roofing material:   | 9. Exposure:   |
| 10. Applied weight of new roofing material per square foot:   |  |
| 11. Underlayment Materials: <b>enter weight in pounds for each</b><br>Underlayment: _____<br>Cap Sheet: _____<br>Number of Plies: _____ Weight: _____<br>Built-up Base Sheet: _____<br>Interlayment: _____<br>Gravel: _____   | 12. Will new sheathing be added? <b>check one:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>13. Specify sheathing material:<br><br>14. Will the existing slope be altered? <b>check one:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 15. If the reroof results in an overall roofing weight exceeding 7 pounds per square foot (not per square of material), then the roof structure must be justified by ICC Rafter Span Tables or engineering calculations.<br><br>Rafter Size: _____ Spacing: _____ Longest Span: _____   |  |

## REROOFING PROJECT SPECIFICATIONS & REQUIREMENTS

*Keep your building and inhabitants safe and follow these requirements*

|                    |  |
|--------------------|--|
| Fasteners          | <ul style="list-style-type: none"> <li>▪ Nails or staples must extend at least ¾-inch into or through the sheathing, except where such penetrations would be visible at eaves or porch overhangs.</li> <li>▪ Spacing and location of fasteners are to be according to the manufacturer's installation instructions.</li> <li>▪ Nail heads must be flush with shingles; <b>DO NOT DRIVE HEADS INTO SHINGLES.</b></li> </ul> |
| Flues              | <ul style="list-style-type: none"> <li>▪ Double-wall Type B flues require a 1-inch minimum clearance to combustibles.</li> <li>▪ A separate mechanical permit and inspection are required if the flue is cut or altered in any way.</li> </ul>   |
| Fire Rating        | <ul style="list-style-type: none"> <li>▪ Class C minimum rating is required by California law, whether new or re-roof.</li> <li>▪ Wood shake and shingles must be a fire-resistant type.</li> </ul>  |
| Flashings          | <ul style="list-style-type: none"> <li>▪ Flashings may be re-used if in good condition.</li> <li>▪ Exposed edges of wood sheathing are to be covered with L metal or equal.</li> <li>▪ Counter-flashing is required where the roof meets a vertical surface, such as a wall or chimney.</li> </ul>   |
| Lightweight Tile   | <ul style="list-style-type: none"> <li>▪ Most tile reroof applications require EVERY tile to be nailed; follow the manufacturer's specifications.</li> </ul>   |
| Overlays           | <ul style="list-style-type: none"> <li>▪ Maximum number of composition roof covers allowed: 2</li> <li>▪ Use only metal tiles listed for this purpose to overlay wood shake roofs.</li> <li>▪ A maximum of two built-up roofs is possible.</li> <li>▪ An engineering analysis of the roof supporting structure is required if the total weight of all roof coverings exceeds 7 pounds per square foot.</li> </ul>          |
| Sheathing          | <ul style="list-style-type: none"> <li>▪ Solid sheathing is required for all roof covering materials except for wood shingle and shake.</li> <li>▪ Plywood and OSB board exposed to weather (underside of eaves) must have exterior grade glue (Exposure 1).</li> </ul>  |
| Skylights          | <ul style="list-style-type: none"> <li>▪ Skylight installations require a separate building permit and inspection.</li> </ul>  |
| Slope Requirements | <ul style="list-style-type: none"> <li>▪ Composition roof: minimum slope of 2 in 12</li> <li>▪ Wood shake roof: minimum slope of 3 in 12</li> <li>▪ Interlocking concrete tile roof: minimum slope of 4 in 12</li> </ul>   |
| Underlayment       | <ul style="list-style-type: none"> <li>▪ Install according to the manufacturer's instructions.</li> </ul>  |

**INSPECTION REQUIREMENTS.** For a re-roof project, typically only one inspection is required, either an in-progress inspection or a final inspection. If the inspection identifies the need for minor corrections, self-certification of the completed corrections may be done by the roofing contractor or property owner. Instructions for self-certification are on the **Inspection Request Form** and the **Reroof Inspection Notice**. For an inspection, follow these rules:

- The Permit Card must be on-site at all times.
- Provide a ladder to enable access to all levels of the roof for inspection. **Inspectors do not carry ladders.**

**REROOF PROJECT PERMIT FEE.** The Residential fee is \$188.00 per building. The Non-Residential fee is \$313.00 per building. Taxes and administrative fees will apply.

*Cost-saving tip:* Doing several projects under one building permit is a good way to save money on remodeling costs. A reroof project can be done under a building permit issued for other improvement work.

**ADDITIONAL PERMITS FOR MOVING OR ALTERING ROOFTOP EQUIPMENT.** If your reroofing project involves moving or altering rooftop equipment such as solar installations, air conditioners, or heating equipment, additional sub-trade permits (electrical or mechanical, for example) will be required and associated fees will apply.