



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:
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PROJECT ADDRESS:

DESCRIBE THE EXISTING ROOF

1. Roof slope:	2. Number of existing roof covers to remain:
3. Material check one : <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 <input type="checkbox"/> Wood Shingles <input type="checkbox"/> Other: _____	

DESCRIBE THE FIRE RATING

4. Minimum roof Fire Class required by code:	5. New Roof Fire Classification check one : A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
6. Manufacturer:	

DESCRIBE THE NEW ROOFING MATERIAL

7. Material check one : <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 <input type="checkbox"/> Wood Shingles <input type="checkbox"/> Other: _____	
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8. Number of "squares" of roofing material:	9. Exposure:
10. Applied weight of new roofing material per square foot:	

11. Underlayment Materials: enter weight in pounds for each Underlayment: _____ Cap Sheet: _____ Number of Plies: _____ Weight: _____ Built-up Base Sheet: _____ Interlayment: _____ Gravel: _____	12. Will new sheathing be added? check one : <input type="checkbox"/> Yes <input type="checkbox"/> No 13. Specify sheathing material: 14. Will the existing slope be altered? check one : <input type="checkbox"/> Yes <input type="checkbox"/> No
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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.

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

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 \$195.00 per building. The Non-Residential fee is \$326.00 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.