





### What you need to apply for a building permit:



Permit Application



### PREP CHECKLIST

For the successful installation and longevity of your new roof:

#### Roof Sheathing Preparation (for complete tear offs):

- The roof sheathing must provide a rigid surface.
- Repair or replace all boards or sheathing which are warped, cracked or delaminated between supports.

#### Underlayment (for complete tear offs):

- Apply new, minimum 15# asphalt saturated felt underlayment on a Dry Deck.
- For roofs with slopes of 4:12 or greater, one layer of underlayment is required. For roofs with slopes between 2:12 and 4:12, 19" laps of underlayment is required, starting with a 19" strip, then full sheets.

#### Fasteners (for all roofs):

- Fasteners must be long enough to penetrate through the total thickness of the roofing and a minimum of 3/4" into the decking material.
- For open soffits, contact the building department.
- Nails must not be over or under driven, the head must be flush with the shingle surface and located per the packet instructions. Nails must be driven in perpendicular to the roof surface.

### Frequently Asked Questions:

#### 1. Why do I need a permit to re-roof my house?

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring that your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

#### 2. May I, as the owner, do the re-roof myself?

Yes.

#### 3. Will my roof be inspected?

Yes, the permit holder must call for a Final Roof inspection. There may be a mid-roof inspection required, please consult the Building Department when you receive your permit.

#### 4. How many layers of roofing are allowed?

A maximum of two layers.

#### 5. May nail guns be used?

If properly adjusted and used correctly, a nail gun is allowed.

#### 6. What should be done with existing roof jacks and vents?

These must be replaced if they are in poor condition, badly rusted or otherwise deteriorated.

#### 7. Are there other requirements?

If your neighborhood has a Homeowners Association, we advise you contact them prior to making any changes to your roof covering materials.

### Tips on hiring contractors

- ◆ Hire only licensed contractors
- ◆ Get at least 3 bids.
- ◆ Get 3 references, and ask to see a project.
- ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
- ◆ Do not make final payment until you have received a Certificate of Completion (CC) or until final inspection has passed.
- ◆ **Have the contractor apply for the required permits.**

## Residential Codes

### SECTION R806: ROOF VENTILATION

**R806.1 Ventilation Required.** Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters shall have cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. Ventilating openings shall be provided with corrosion resistant wire mesh with 1/8" (3.2 mm) minimum to 1/4" (6 mm) maximum openings.

**R806.2 Minimum Area.** The total net free ventilating area shall not be less than 1/150 of the area of the space ventilated except that reduction of the total area to 1/300 is permitted, provided that at least 50 percent and not more than 80 percent of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet (914 mm) above the eave or cornice vents with the balance of the required ventilation provided by eave or cornice vents. As an alternative, the net free cross-ventilation area may be reduced to 1/300 when a vapor barrier having a transmission rate not exceeding 1 perm ( $5.7 \times 10^{-11}$  kg/s - m<sup>2</sup> - Pa) is installed on the warm-in-winter side of the ceiling.

**R806.3 Vent and Insulation Clearance.** Where eave or cornice vents are installed, insulation shall not block the free flow of air. A minimum of a 1" (25 mm) space shall be provided between the insulation and the roof sheathing and the location of the vent.

### SECTION R907: REROOFING

**R908 Re-covering versus Replacement.** New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur: (Some exceptions may apply to your situation)

1. Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.
4. Asphalt shingles subject to moderate or severe hail exposure.

If re-roofing over wood shingle, or wood shake roofs, additional code requirements may apply. Please see IRC Sections R905 and R908, or ask your building department for details.

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## Additional Information

The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with building department staff to determine if it is subject to additional requirements.

### How do I schedule a required inspection?

Please call **the phone number listed on your permit card** and leave all information requested in the message.

### Want to know more? Need more help?

We hope you found the information in this guide useful. If you have any questions, please contact us.

