



Building Division

Policy Title:	Reroofs - Procedures and Inspections	Effective Date: 12/08/25
Policy No.:	BDP25-03	Revision Date: 08/31/2026
Reviewed by:	Chief Building Official	Revision Date:

PURPOSE:

The information provided in this document is general and intended as a guide only. Each project is unique and additional requirements may be enforced as deemed appropriate.

Applicable Codes: Latest Editions of CBC, CRC, CPC, CMC, CEC, CALGreen and CEnC

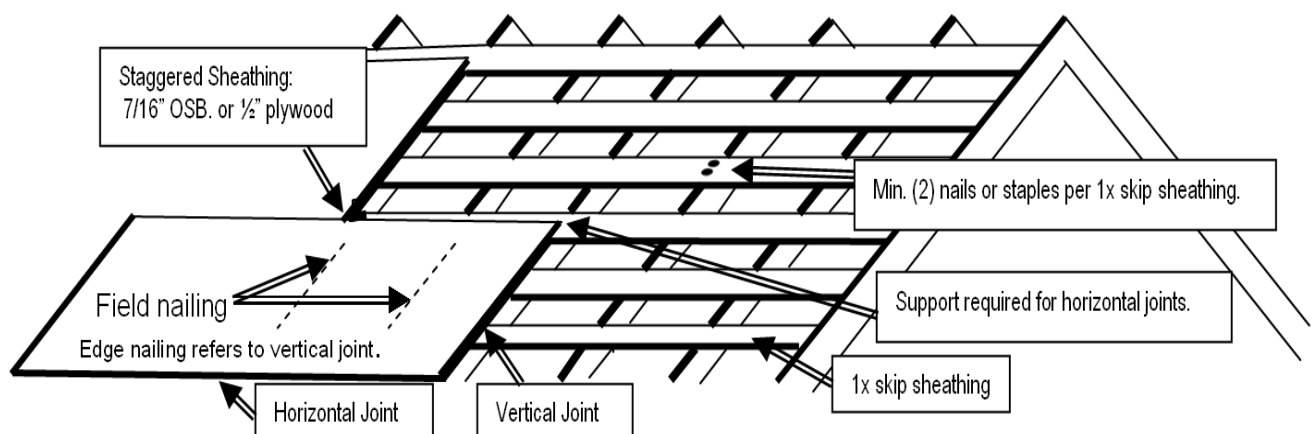
For all property types: Residential and Commercial.

PERMITS REQUIRED:

- **Residential:**
 - **A permit is required when 100 square feet (1 Square) or more** of an existing roof is to be re-roofed in any 12-month period.
 - **Less than 100 square feet (1 Square)** is considered a repair and does not require a permit.
 - **On a single-family property:** Both a detached garage and the main dwelling can be re-roofed under the same permit.
- **Commercial:**
 - A permit is required when 25% or more of an existing roof is to be re-roofed in any 12-month period. Less than 25% is considered a repair and does not require a permit.
 - **Commercial Separate permits for each onsite structure being re-roofed:** Secure a separate permit for each building on site undergoing a re-roof project.
- **Non-residential, multifamily, and historical properties need prior Planning Division review/approval:**
 - The Planning Division must first approve re-roofing 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 our Front Counter to speak with a Planner.
- **Additional Permits for moving or altering rooftop equipment:**
 - If the reroof project involves moving or altering rooftop equipment such as solar installations, air conditioners, or heating equipment, additional sub-trade permits (electrical, mechanical and plumbing, for example) will be required and all associated fees will apply.
- **Overlays:**
 - Roof overlay installations on an existing roof requires a permit and must have prior approval. A pre-roof inspection is required to ensure the existing roof covering and framing elements are not water damaged or deteriorated. A maximum of two layers of composition shingles is allowed. A maximum of two built-up roofs is allowed.
 - An engineering analysis of the roof supporting structure is required if the total weight of all roof coverings exceed 7 psf, or when it cannot be determined if the structural roof components can support the proposed roof covering system and equipment loads.

GENERAL REQUIREMENTS:

- **Minimum Submittal Requirements:** Along with the permit application submit the following to the Front Counter at time of application for the permit.
 - Permit Application for a Re-roof: Residential or Commercial Permit Application Forms.
 - Re-Roof Packet: Residential Reroof Submittal Forms2022-CF1R-ENV-04-E-Fillable and Attic Ventilation Worksheet.
 - ESR Report: Provide copies of the ICC-ESR report. You can find the ICC-ESR reports at: <https://icc-es.org/>
- **Underlayment:** Proprietary materials shall be installed per manufacturer's installation instructions. For all other installations with roof slopes between 2:12 and 4:12, two layers of underlayment material shall be applied. A minimum of 19 inch wide strip of underlayment felt shall be applied parallel with and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, 36 inch wide sheets of underlayment shall be applied overlapping successive sheets 19 inches, fastened sufficiently to hold in place.
- **Lightweight Tile:** Most tile reroof applications require EVERY tile to be nailed. Follow the manufacturer's specifications instructions.
- **Slope Requirements:**
 - Composition roof: minimum slope 2:12
 - Interlocking concrete tile roof: minimum slope 4:12
 - Low-Sloped roofs: 2:12 or less
 - Steep-Sloped roofs: Greater than 2:12
- 7/16" OSB or 1/2" Plywood should be placed directly over rafters, trusses, or 1x skip sheathing. The required nailing schedule is the maximum distance in inches between nails or staples. All skip sheathing shall have a minimum of (2) 8d nails located at each rafter, truss, and ends of skip sheathing. Roof sheathing nailing for 7/16" OSB and 1/2" Plywood, use 8d common nails spaced 6" on-center edges and 12" on-center field. Staples shall be 16 gauge minimum and installed spaced 3" on-center in edges and 8" on-center in the field. (See diagram)
- **SEISMIC CLIPS REQUIRED OR ANY ADDITIONAL SUPPORT.** According to CRC, R803.2.2, the maximum allowable spans for wood structural panel roof sheathing shall not exceed the values set forth in Table R503.2.1.1(1) or APA E30. Also, check the roof truss package or structural calculations for any seismic clips or support requirements.



LADDER REQUIREMENTS:

- Provide an extension ladder that is secured to the building and extended a minimum of 36" above the roof level. Also, provide a ladder at all roof levels. Ladders need to be rated for a maximum of 350 lbs.-load capacity (OSHA). Ladders shall be placed in a way to prevent damage to roof and gutters.

FOUR INSPECTIONS ARE REQUIRED:

- **1st inspection: Pre-Roof.**
 1. Assess Damage. Any "rotted" or otherwise damaged wood (including fascia shall be replaced).
 2. If overlay, verify (only 1) existing layer of comp shingles.
 3. If existing Shake Roof being replaced with comp shingles, verify "1-bys" are in good condition to attach sheathing.
- **2nd inspection: Roof Deck Nailing.**
 1. OSB or Plywood is in place and nailed as required. (7/16" OSB or 1/2" Plywood nailing, use 8d common nails at 6" on-center at the edges and 12" on-center in the field.). Nails or staples must extend at least 3/4" into or through the sheathing, except where such penetrations would be visible at eaves or porch overhangs. Nail heads or staple crowns shall not penetrate the sheathing surface or plywood "skin." Partial sheets shall be used at roof ends or valleys only. OSB must have a rough side up. Plywood or OSB boards exposed to weather (underside of eaves) must have exterior grade glue. Sheathing shall be gapped 1/8" at edges.
 2. All sheathing shall be exposed, although the ridge may be loaded with materials.
 3. Water heater exhaust vents must be double-wall B-vent type, Direct venting material approved by manufacturers or asbestos in good condition and secured away from wood with a minimum clearance of 1".
 4. "Cut-outs" for vents [Dormers, Turbines, O'Hagan, Ridge vents] must be marked on the sheathing to show location and number of vents. Adequate venting will be required at the final inspection.
- **3rd inspection: Roof Felt & Batt (as required).**
 1. Type of felt and layers at Valleys.
 2. Spacing at battens.
- **4th inspection: Final Roof Inspection (Items 1-6 bellow must be completed prior to the final inspection request)**
 1. Roof Covering. All roofing material shall be installed per manufacturer's specifications, including step-flashings, counter-flashings, "crickets" behind chimneys, and as required. Missing, rusted or damaged flashing and counter flashing, vent caps and metal edging shall be replaced with new materials. All metal allowed to be reinstalled shall be primed prior to reroofing and painted prior to final installation. Valley flashing shall extend a min. 8" from centerline each way, total 16", and shall have a minimum 4" end lap. Flashing

shall be a minimum 26-gauge corrosion -resistant galvanized metal. Crickets are required if the chimney or penetration is greater than 30".

2. Provide a drip edge at eaves and gables of asphalt shingle roofs. Drip edge shall extend a minimum ¼" below sheathing and extend back on the roof a minimum 2", and mechanically fastened a maximum of 12" on center.
3. Attic Ventilation. Provide cross ventilation at all attic and enclosed rafter spaces. The net free ventilation shall be a minimum ratio of 1:150 of the area or space ventilated (e.g. 1 square foot of ventilation for each 150 square feet of attic space). This can be reduced to 1:300 when 40% to 50% of the vents are located not more than 3 feet below the ridge or highest point and the remaining vents are eave or cornice vents.
4. Penetrations Sealed. Fasteners weather protected with sealant. Lag screw (1/4" x 1 ½" min. size) are required for the re-attachment of all air conditioner stands. Air conditioner units must be secured to stands for seismic displacement.
5. Debris Removed. All work must be complete; the roof and jobsite must be clean of debris. If gutters and downspouts existed prior to the installation of roofing, they must be installed at the time of the inspection with splash blocks in place.
6. Cool Roof Requirements. See the "GENERAL INFORMATION" section below for links to the documents for the required information.
7. [See the Residential Smoke & Carbon Monoxide Alarms document](#) for the requirements. When the installation is complete, you will need to provide access to the interior so that the building inspector can verify that smoke and carbon monoxide alarms are correctly installed.

GENERAL INFORMATION:

- [For Cool Roof Requirements see the following documents:](#)
 - FactSheet.Res-CoolRoofs.2019. For Residential New Cool Roofs and Reroofing
 - 2019_Low-Rise_Residential_Cool_Roof. For Low Rise Residential Buildings
 - FactSheet.NR-CoolRoofs.2019. For Energy Efficient Cool Roofs, Nonresidential Buildings, High-rise residential, Hotels and motels
- **For torch-applied roofing systems**, a minimum of one portable fire extinguisher shall be available on the roof and within 30 feet from where the hot work is being performed.
- Existing flat roof decks shall have a positive slope to move surface water to roof drains (preventing water ponding). Minimum ¼" per foot slope to drain.
- Remove abandoned mechanical equipment above rooftops.
- Electrical wiring systems under the roof materials shall have physical protection from nails.
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- All approved roofing systems, including alternative methods (see section below), shall be installed per manufacturer's instructions and ICC/ES report. You can find the ICC/ES reports: <https://icc-es.org/>
- Approved roof assemblies covered under CBC Chapter 15:
 - Asphalt Shingles
 - Clay and concrete tile
 - Metal roof panels/shingles
 - Mineral-surfaced roll roofing
 - Wood shingles/shakes
 - Built-up roofs
 - Modified bitumen Roofing
 - All other roof assemblies are considered an alternative method (see section below) and shall be pre-approved prior to installation.
- **Alternative Methods:** Roofing systems not covered in the CBC Chapter 15, such as fluid-applied or applied non-asphaltic sheets, shall be pre-approved and installed with materials and procedures approved by the building official, including ICC/ES report submittals. (CBC 1506.3)
- **Flashing:** All metal flashing, counter flashing, valley flashing and drip edge shall comply with all the applicable provisions of Chapter 15 of the CBC.
- **Roof Drains**
 - Existing flat roof decks shall have positive slope to move surface water to roof drains (preventing water ponding). (CBC 1510.1)
 - Minimum ¼" per foot slope to drain. (CBC 1506.1)
 - Roof drains that run through the interior of the building shall be in plumbing pipe.
 - Primary drain(s) shall be properly sized. (CPC Table 11-1)
 - Secondary drain(s) shall be the same size as the primary drain with the inlet flow line 2" above the low point of the roof and shall be an independent system or overflow scupper(s) shall be installed with the inlet flow line located 2" above the low point of the roof and the scupper opening a minimum of 4" high and have a width equal to the circumference of the primary drain. Overflow drains shall not be connected to the primary drain. (CPC 1101.11.2.1, CPC 1101.11.2.2)
 - Strainer(s) for flat deck primary drain(s) shall be level with the deck with the inlet area not less than 1 – ½ times the size of the inlet pipe. (CPC 1105.3)