

RE-ROOF PERMIT REQUIREMENTS

Re-roofing project requires a permit for any re-roofing work over one square, 100 square feet (SQFT). Re-roof permits are required to ensure that the installation of roofing materials, including plywood decking, nailing, flashing, etc. are properly installed for residential and commercial buildings roof assemblies and rooftop structures according to Chapter 15 of the 2022 California Building Code (CBC), Chapter 9 of the 2022 California Residential Code (CRC), Subchapter 9 of the 2022 California Energy Code (CEnC). This information bulletin outlines minimum requirements to successfully complete the re-roofing projects.

MINIMUM REQUIREMENTS

1. Re-roofing Form – a hardcopy of this form is required on the job site for an inspection which includes following:
 - **I. REQUIREMENTS FOR RE-ROOF WITH SOLAR PV**
 - **II. RE-ROOF IN-PROGRESS RE-INSPECTION FORM**
2. Manufacture Literature - hardcopy of manufacturer’s specifications and installation instructions required at the job site for inspection;
3. Inspections - two inspections required, in-progress and final. Schedule for an in-progress when the roof is covered **between 25-50%**. Failure to obtain the required re-roof in-progress inspection will be subjected to a re-inspection and associated fees per the **II. RE-ROOF IN-PROGRESS RE-INSPECTION FORM**.
4. Manufacture Literature - hardcopy of manufacturer’s specifications and installation instructions required at the job site for inspection;

SEPARATE BUILDING PERMIT REQUIREMENTS - a separate building permit required if one or more conditions apply:

1. Solar System – a separate building permit required for a new solar system. For existing solar system removal and re-installation, see **I. REQUIREMENTS FOR RE-ROOF WITH SOLAR PV**.
2. New Added Roofing Material Loads - if the recovering roofing material weighs more than 3 pounds per SQFT or if the replacing roofing material weighs more than 6 pounds per SQFT.
3. Structural Alteration - alteration(s) of structural framing members, roof sheathing/decking (plywood or oriented-strand board), support elements, lateral-resisting elements, or foundation system. Structural plans and calculations signed and stamped by a registered engineer required for review and approval of structural alteration.
4. Beyond Re-roofing - if the project involves more than re-roofing, appropriate permit will be required per 2022 CRC and CBC.

GENERAL REQUIREMENTS

#	Items	Description
1	Recovering / Replacement	<p>New roof coverings shall not be installed without first removing all existing layers of roof coverings where any of the following conditions exist:</p> <ol style="list-style-type: none"> 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. When the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile; and 3. Where the existing roof has two or more applications of any type of roof covering.
2	Roof Slope	Composition roofs require a minimum slope of 2 vertical units in 12 horizontal units (2V:12H). Wood shake roofs require a minimum slope 3V:12H.
3	Sheathing	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). If roof sheathing over an attic space with a continuous radiant barrier is being replaced, a continuous radiant barrier must be re-installed.

4	Fire Rating	A Class C minimum rating is required by California state law, whether new or reroof. Wood shake and shingles must be of fire-resistant type.
5	Underlayment	- Underlayment is to be installed per the manufacturer's instructions. - For roof slope between 2V:12H and 4V:12H, two layers of underlayment shall be required.
6	Fasteners	Nails or staples must extend through or ¾" into sheathing, except where such penetrations would be visible at eaves or porch overhangs. Spacing and location of fasteners are to be per manufacturer's installation instructions. Nail heads must be flush with shingles; heads are not to be driven into shingles.
7	Lightweight Tile	Most tile re-roof applications require every tile to be nailed; check the Manufactures literature.
8	Vents	Double wall B vents require 1" minimum clearance to combustibles. Vents are not to be cut or altered without a separate Mechanical Permit and Inspection.
9	Skylights	Skylights require separate Building Permits and Inspection.
10	Flashing	Flashings may be re-used if in good condition. Flashing installed where the roof meets a vertical surface, such as a wall or chimney requires counter-flashing. Exposed edges of wood sheathing are to be covered with type L metal or equal.

Ladder Requirements and Reroof Inspections

The contractor or property owner must supply a ladder for all inspections and the ladder must:

- Meet OSHA Standards minimum rating Type IA-300 LBS.
- Extend no less than 36 inches above the edge of the roof at the point providing access and be secure to the structure.
- Be accessible to the inspector when no one is present for the inspection. The following is required for the inspector to perform the inspection:
 - A. Leave a note for the inspector on the front door, gate, or tell us where the ladder will be located when you call-in your inspection request.
 - B. If located in the back or side yard, the note must state that you give the inspector permission to enter the yard. It must also indicate that if any dogs are in the back yard, that they are restrained. The inspector will not enter a yard with a loose dog present.
 - C. The inspection permit card and inspection information required must be available for the inspector to review and sign.

The inspector will need to access the roof for the following inspections:

- New plywood or OSB sheathing once it is nailed in place.
- Removal of built-up roofing.
- Progress inspection when roofing material is approximately 25 to 50 percent complete.
- Final inspection.

Note: The inspector will not walk on roof coverings made of light weight tile, heavy tile, and metal tile. A ladder will still be required so the inspector may access the edge of the roof for a closer look if needed.

I. REQUIREMENTS FOR RE-ROOF WITH SOLAR PV

The following requirements apply to any re-roofing project that has an existing solar photovoltaic system installed on the roof and where such system must be removed and re-installed in order to complete the re-roofing project.

PERMIT REQUIREMENTS

1. No modification to existing solar system - a separate electrical permit will be required for removing and re-installation of PV system per the original approved permit and plans.
 - The original contractor must obtain a new permit for the PV removal and re-installation using their original plans; or
 - The original contractor/designer must sign an authorization form for new contractor to use the original plans for the PV removal and re-installation and new contractor must assume responsibility for PV system array installation; or
 - A new contractor, approved to perform the work, must submit new plans for removal and re-installation that will be compared to original approved plans before permit issuance.
2. Modifications to existing solar system – a separate electrical permit will be required for any modifications that includes any of the following:
 - Changing the original location or layout of the PV array on the roof
 - Adding new panels to the system or enlarging the system in any way
 - Upgrading or changing any of the equipment associated with the system including the inverter, the individual modules, or any other components of the original system
 - Upgrading the existing electric service panel (service panel upgrades require a separate permit)

WHO CAN PERFORM WORK?

Removal and re-installation/modification of the solar PV system must be performed by one of the following licensed contractors:

- C-46 solar contractor
- C-10 electrical contractor
- 'A' general engineering contractor
- 'B' general building contractor

Note – C-39 roofing contractor(s) or property owner(s) cannot remove and re-install the solar PV system.

Leased Solar PV System – coordinate with the leasing company for obtaining permits, removal and re-installation of PV system, and inspections.

Owned PV System – coordinate with the original installation contractor or a new approved licensed contractor listed above to obtain permits, removal and re-installation of PV system, and inspections.

Warranties - please note that removing and re-installation of the solar PV system may void existing manufacturer and installation warranties originally agreed upon the original contract. It is the responsibilities of the property owner to check the manufacturer and installation warranties and obtain a new warranty if needed for the removing and re-installation of the solar system.

HOMEOWNER ACKNOWLEDGEMENT AND CERTIFICATION FORM

This form must be completed and signed by the property owner and submitted to the Building Division for review and approval for the re-roofing permit with an existing solar system.

Project Address: _____

Solar System: Owned Leased _____
(Leasing Company Name)

For owned systems, a licensed C-46 solar contractor, C-10 electrical contractor, an 'A' general engineering contractor or a 'B' general building contractor, must be employed to remove and re-install the rooftop modules. (Note: A C-39 roofing contractor or property owner cannot remove and re-install the PV system.) Modules must be installed in the original location on the roof. A separate electric permit is required.

For leased systems, it is the property owner's responsibility to notify the leasing company and make arrangements with them to have the rooftop modules and racking system temporarily removed to allow for the installation of the new roofing. Upon completion of the re-roof the leasing company must re-install the modules in the original location on the roof. A separate electric permit. Is required.

Warranties, it is the responsibilities of the property owner to check the manufacturer and installation warranties and obtain a new warranty if needed for the removing and re-installation of the solar PV system.

As the property owner of the above building, I agree to comply with the above requirements for removing and re-installing the existing solar photovoltaic system. I also understand that any modifications to the existing system, will require a permit revision from the Building Division. In addition, I acknowledge that it is the property owners' responsibilities to confirm and obtain manufacturer and installation warranties.

Property owner Name (print name)

Property owner Signature

Date

