



Roof Covering and Re-Roofing Requirements

(revised 12/2/2021 -v8)

Residential roof covering installations must comply with 2018 IRC Chapter 9. Effective 1/12/19.
Commercial and multi-family roof covering installations must comply with 2018 IBC Chapter 15.

NEW permit application form is *required* for roof permits applied for after August 1, 2019

Older forms will no longer be accepted.

1. All information on the new Roofing Permit Application Form must be filled out completely, including detailed information on full/partial replacements.
2. **NEW:** Please see 'Roofing permit process – Trust Account Users' handout for information on electronic permit processing.
3. If a fully licensed roofing contractor will be hiring other individuals or another company to complete the work listed on a permit, those individuals or company must be registered as an exempt worker/company or hold a contractor's license and supervisor's certificate and be listed on the permit application.
 - a. If using exempt workers/company the fully licensed roofing contractor must provide on-site supervision for the project.
4. Solar panel re-installations for existing systems associated with re-roofing, do not require a separate permit, provided the system is installed to match the original approved design/placement, and installed by a licensed Electrician or Solar PV contractor.

General Roofing Requirements (applies to new construction & re-roofs):

1. See the "New Construction," and "Re-roof" sections for Class 4 impact resistant roofing requirements.
2. Install roofing materials per manufacturer's installation instructions for high wind applications.
3. Adequate roof slope per type of roof and manufacturer's installation instructions. For low slope roofs, 1/4" / ft. min. per section 1511 IBC and R908.1 IRC. Existing roofs with low slopes can remain at less than 1/4" per foot provided positive drainage is achieved.
4. Underlayment (building felt) and flashing shall be installed per City adopted Building Codes and manufacturer's installation instructions.
5. Drip edge is required at eaves and gables (rake) of asphalt shingle roofs.
6. Continuous or step flashing against a vertical sidewall is required.
7. Exposed roofing nails (shiners) shall be adequately sealed.
8. Attic/roof ventilation shall be provided per 2018 IRC section R806 or 2018 IBC section 1202.
9. Ice barrier shall be installed at all roof eaves starting at the low eave edge and extending upslope to a point at least 24 inches beyond the interior edge of the exterior wall. For roofs with slopes 8:12 or steeper, the ice barrier shall also extend at least 36 inches upslope from the eave edge.
10. New or replacement HVAC roof top units (RTU) installations require a separate permit.

New Construction Roofing Requirements (new structures and additions):

1. **NEW:** Asphalt shingles are required to be Class 4 impact resistant that meet UL 2218 test for new construction permits with a permit application date after 1/12/19
 - a. Class 4 shingles are not required for roof replacements on buildings actively under construction with a permit application date prior to January 12, 2019 that have not received a certificate of occupancy.

- b. New additions and new patio cover scope of work areas may install a roof covering of the same or similar material as the existing roof even if non-impact resistant.
2. Asphalt shingles must be installed for a “high wind area” per manufacturer’s installation instructions.
3. The fire-resistance classification of a roof covering on any new structure regulated by this code shall be Class A or noncombustible.
4. Any fire resistant minimum Class C roof covering may be used in the construction of a new addition to an existing single-family house/duplex or townhouse, provided the roof extremities of such existing building and newly constructed addition are located a minimum distance of 5 feet to the nearest adjacent property line and are a minimum distance of ten feet to another building.

Re-roof Requirements:

1. A permit is required for roof repair or replacement exceeding one square of covering (100 sq.ft.).
2. **NEW:** Asphalt shingles are required to be Class 4 impact resistant that meet UL 2218 test and installed per manufacturer’s installation instructions. This new requirement is for any asphalt shingle re-roof permits applied for after 1/12/19 regardless of when the roof damage may have occurred.
 - a. Class 4 shingles are required for an addition/patio cover when replacing the entire roof covering as part of that project.
3. **NEW Exceptions to Class 4 shingle requirements** (Per Chief Building Official 8/1/2019):
 - a. A partial roof replacement/repair where 49% or less of the total building roof area will be repaired/replaced, may install roof covering of the same or similar material even if non-impact resistant.
 - b. Replacement/repair of 50% or more of the total roof area will require Class 4 shingles installed.
4. **NEW:** *For projects submitted for permit before September 29, 2021 only:* To receive the required Letter of Completion, all waste disposal receipts and a Waste Management Plan that lists the total amount of waste disposed of, and disposal location must be submitted at the end of the project here: [Roofing Construction Waste Management Plan](https://www.fcgov.com/constructionrecycling). More information can be found here at: <https://www.fcgov.com/constructionrecycling>. *This requirement only applies to projects submitted for permit before September 29, 2021*
5. No portion of an existing non-fire-resistant rated roof covering may be permanently replaced or covered with more than one square of non-fire-resistant rated roof covering.
6. A change of roof material will require a Class A fire resistant rated roof covering be installed. A roof covering system may be replaced with the same fire classification in accordance with the manufacturer’s installation instructions when the same materials are used (i.e. asphalt shingle to asphalt shingle), provided the replacement roof covering has a minimum Class C fire rating.
7. Re-Roofs with 2 or more layers of existing roof covering must have all layers removed down to deck for a new roof covering. No more than two total layers of roof covering are allowed. (Secondary layers are permitted when installed in accordance with the manufacturer’s instructions for overlay applications).
8. Existing solid sheathed decking shall be without water damage or physical damage. Gaps between sheathing exceeding 1/8” will require solid sheathing installed (overlay of min. 1/4” plywood or new solid sheathing installed).
9. Roof insulation must be installed if the original insulation was removed, the cavity is exposed and not currently insulated, or a change of occupancy increases the energy usage of the building.

Inspections:

1. A final inspection by a City Building Inspector and a Letter of Completion are required for all roofing permits.
2. No need for owner/roofing contractor to set ladders because City Inspectors bring their own ladders.
3. Due to the high volume of reroof permits, we are unable to offer next day inspections. The homeowner/roof contractor is not required to be present at the inspection.