



Planning, Development & Transportation Services  
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## **Roofing Inspections & Installation Standards**

**In accordance with the 2006 International Building Code Section 109.5 for commercial work,  
2003 International Residential Code Section R109.3 for residential work;**

**“It shall be the duty of the person doing the work authorized by the permit to notify the building official that such work is ready for inspection.”**

**And,**

**“It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.”**

1. Roofing inspections request must be called into the City’s inspection request line at 221-6769.  
To cancel a requested inspection, call the office at 221-6760.
2. Inspections called in after 7:00 A.M. will be scheduled for the following work day.
3. The City prefers to inspect the roof during the installation, (a mid-roof) inspection. Re-roofing must be at least 50% completed. For all completed projects, inspections will be performed between 9:00 A.M. and 3:30 P.M. and dependent on the inspector’s workload.
4. Roofing inspections will not be performed on wet, snow covered roofs or on high wind days.  
Should a requested inspection not be performed due to inspector’s workload or change in the weather resulting in a wetted roof or increase in high wind, inspectors will not automatically reschedule the inspection for the next work day. You must reschedule the inspection and provide an “approved ladder” on site.
5. Access to the roof is required by means of an “approved ladder” capable of extending at least 2 feet above the roof edge. Two story roofs shall have the ladder set up and tied off at the roof with at least a two foot extension beyond the roof edge. Approved ladders shall be listed devices designed to carry the weight of an adult and be in good working order.
6. Where inspections are scheduled and no ladder is provided as discussed above, a re-inspection fee of \$100.00 will be assessed and no further inspections scheduled for that address until this fee is paid.

### **Typical Roofing Inspection Items**

- A. Fort Collins is considered a “High Wind” area and all roof coverings shall be installed in accordance with the manufacturer’s recommendation for high wind.
- B. Unless allowed by the specific roofing product used, exposed fasteners are not allowed. Exposed fasteners are considered incorrectly placed and shall be removed with the exposed hole packed with asphalt plastic cement and a new fastener correctly installed nearby.
- C. All roofing layers including felts, step flashing, edging materials and weather exposed materials shall be installed in a manner that will allow water to run over the top of the lower layer.
- D. All underlayments and final roofing material shall be installed as a drip edge extending not less than ½” from the face of the fascia or as directed by the manufacturer’s recommendation.
- E. Ridge caps shall be installed with consideration that the prevailing winds are from the West or North. The first cap shall be installed at the ridge furthest East or South and continue towards the prevailing wind direction.
- F. Maximum of two roofing layers at final inspection. All roof sheathing shall be free from defects.