



Re-Roofing Permit

Rev. 04/2022

Purpose

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 non-residential buildings according to the provisions of **Chapter 15: Roof Assemblies and Rooftop Structures (2022 California Building Code & 2022 Residential Code Chapter 9)** This handout outlines the necessary information required to obtain a building permit and shows different allowable construction methods to successfully complete the project.

Permits Required

A Re-Roof Permit is required for the following type of work.

1. Roof Replacement

Note: Repairs to a roof not exceeding 100 Sq. Ft. do not require a Permit.

Note: California's updated 2022 California Energy Code requires Cool Roofs to be installed on all existing Non-Residential buildings undergoing roof replacements for low-slope & Steep-sloped when replacements, recovering, or recoating of roofs are proposed and meet any of the following conditions:

- **Where more than 50% of the roof is re-roofed, OR**
- **The roof area is more than 2,000 Ft²**

Including steep-sloped roofs (>2:12 slope) for High-Rise Residential, Hotels, and Motels.

Work Description

Obtain the following information regarding the existing condition and proposed roofing materials:

- Existing – top and/or second layer material, specify if existing roof material will be removed or if project consists of an overlay.
- Proposed – if overlaying, provide number of layers, type of material and weight per each square; sheathing type; roof skylight locations (include ICC or UL listing number.)

Overlay of Asphalt Shingle Roofs

1511.1 General. Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 15.

Exception: Re-roofing shall not be required to meet the minimum design slope requirement of one-quarter unit vertical in 12 unit's horizontal (2-percent slope) in Section 1507 for roofs that provide positive roof drainage.

1511.2 Structural and construction loads

Structural roof components shall be capable of supporting the roof-covering system including the material and equipment loads that will be encountered during installation of the system.

1511.3.1.1 Re-covering versus replacement.

New roof coverings shall not be installed without first removing all existing layers of roof covering where any of the following conditions occur:

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; or
3. Where the existing roof has two or more applications of any type of roof covering.

Inspections

1. **New or Existing Roof Sheathing Inspection**

Required after the existing roof is torn off completely, new decking, nails, and staples are installed according to nationally recognized standards, and roof assembly installation instructions. (Refer to Plywood Sheathing Nail Diagram). Inspection is required prior to concealing the roof with felt, paper, roofing, or any other material concealment.

2. **Final Inspection**

Schedule a Final Inspection after the project is complete. Required Spark Arrestor for fireplaces and a lighted Street Address must be installed prior to a call for Final Inspection.

In-Progress Roofing Final Agreement

This is a comprehensive **one-time inspection** process which allows the building inspector to visit the job site once. The **In-Progress Roofing Final Agreement** form must be signed by both the contractor and building owner. The in-progress inspection permits the builder to completely remove the existing roofing material and install the new roof sheathing. The roofing installer may then begin the installation of the new roofing underlayment and roofing material. HOWEVER, fully one half of the roof area must remain uncovered (bare roof sheathing.) The remaining (uncovered) half shall not be covered with felt or roofing material until it is inspected. Please note the in-progress agreement is not allowed for roof pitches under 2:12, built-up roofs, or roof systems requiring structural review.

The In-Progress Roofing Final Agreement is available at the Building Division or on the City of Burlingame website. Go to "Building Division", and then look in "Document Library", for the In-Progress Roofing Final Agreement form.

Inspection Phone Line

The inspection phone line is **(650) 558-7260**. Scheduling of inspections can be done 8AM-5PM Monday thru Friday, Thursday 9AM-5PM. Building Inspection requests are scheduled a maximum two days in advance. (Note: The specific time of Inspections for morning or afternoon inspections cannot be guaranteed. Morning Inspections are from 9-12 and Afternoon Inspections are from 1-4 PM.)

Fees

Re-roofing permit fees are based on the total value of all construction work (including labor and materials.)

Application Forms

Roofing permit application forms are available at the Building Division front counter and are also available on the City of Burlingame website.

Additional Municipal Requirements Included In All Roofing Permits

Burlingame Municipal Code Section 18.08.010

1. Class B minimum roof required. Table 1505.1
2. Spark Arrestors required. 501.4
3. Lighted Street Address required. 501.2