



DEPARTMENT OF ECONOMIC
AND COMMUNITY DEVELOPMENT
BUILDING DIVISION

Re-roofing Requirements

Residential & Commercial Projects

Inspection Process

- 1) Job card must be on site at all times.
- 2) Inspections shall be called in prior to work being started (650-829-6670 option 1).

Inspection Requirements

- 3) Ladders provided for inspectors must have a minimum rating of 250 lbs., be tied in place and have a minimum of 3 rungs above the roof.
- 4) If an overlay is planned, only one (1) overlay is allowed and a **pre-inspection** must be performed.
- 5) For in-progress inspection:*Missing in-progress inspection shall result to remove 50% of roof covering.*
 - a) Up to 50% of roof covering can be applied.
 - b) A minimum of 2 courses (10%) of roofing material shall be applied.
- 6) If new plywood is installed, a **tear off inspection** is not required. A **nauling inspection** is required.
 - a) Overdriven nails will not be allowed. These must be replaced.
 - b) When applying plywood over skip sheathing, use minimum 10d nail.
 - c) Break sheet ends on rafters.
- 7) Spark arresters shall be installed at chimney tops on wood burning fireplaces when new roofing is installed. This item will be checked at **final inspection**.

Reroofing Requirements (all work to meet 2025 California Building Codes)

- 8) Clearance to combustible materials around flue pipes shall be a minimum of 1" for double walled flues, and minimum 6" for single walled flues. Flues shall be strapped or secured in place. This item to be checked prior to installation of new roofing materials.
- 9) At roof to wall or chimney junction, when exterior walls are stucco, flashings must be installed under lathing paper. Existing stucco must be chipped out to expose lath at tear off inspection. If a new section of siding is to be installed, z-bar flashing shall be installed at the horizontal juncture.
- 10) Lathing paper shall be installed with a minimum horizontal lap of 2" and a minimum vertical lap of 6". Wire lath shall overlap a minimum of 2" horizontal and vertical. Lathing paper shall lap over flashing a minimum of 2".
- 11) Crickets are required for vertical elements > 30" which are parallel to the roof's edge.
- 12) If roof slope is less than 4:12, and shingles are to be installed, underlayment must be a minimum of 2 layers of 15 lb. felt paper, installed shingle fashion with 19" lap horizontally. Asphalt shingles are not permitted with roof slope less than 2:12.

- 13) If there is mechanical equipment on the roof, except for single-family dwellings, the following requirements must be met:
 - a) Access in the form of a fixed ladder must be provided.
 - b) Condensate drains must go to an approved receptor.
 - c) Conduit and piping must be strapped to pressure treated blocks, adhered to roof.
- 14) If the roof has parapets, and there is the possibility that water may accumulate, roof drains and secondary (overflow) drains or scuppers will be required, sized per the plumbing code.
 - a) Overflow drains shall have inlet flow line located 2 inches above the low point of the roof.
 - b) Scuppers may be installed in lieu of overflow drains in an adjacent parapet wall. The scupper must be 3 times the size of the roof drain with a minimum height of 4 inches.
 - c) Overflow drains shall drain to an approved location and shall not be connected to the primary roof drain line.
- 15) All exposed nails are to be sealed with roofing mastic.
- 16) All ABS & PVC vent piping exposed above the roof shall be painted for protection against UV degradation.
- 17) Attic ventilation will need to meet the code minimum (1/150 of the area being ventilated). Verify that ventilation openings have not become blocked or painted shut.
- 18) If ceiling insulation has become soaked, it must be replaced.
- 19) Avoid overloading the roof structure by not stockpiling materials in concentrated areas.
- 20) Rusted or damaged flashings, vent caps, roof jacks, and edgings shall be replaced with new materials.
- 21) Copper gutters and flashing shall not be exposed and must be treated or painted as required by the City Municipal Code Section 14.04.160.
- 22) Roof coverings shall be applied in accordance with code section R904.1 and the manufactures installations instructions.

Safety

- 23) Safety requirements when using an asphalt kettle:
 - a) A **fire permit** from the Fire Department is required for use of a kettle.
 - b) Provide a minimum 20-B-C fire extinguisher within 30 feet of the kettle when heat source is operating.
 - c) Provide a minimum 20-B-C fire extinguisher on the roof during coating operations.
 - d) Kettle must have a tight-fitting cover.
 - e) Kettle shall not be located within 20 feet of any combustible material or building surface.

Other Agency Information

- 24) Electrical service drop anchor must be properly secured at final. PG&E will provide this service at no charge. Owner may contact PG&E at 1-800-743-5000