



Roof Permit Requirements

PERMIT REQUIREMENTS

A building permit is required when more than **200 square feet** of roof covering is installed, repaired or replaced.

ROOFING OVERLAYS

New roof coverings can only be applied over a single layer of existing roofing. If a roof already has two layers of covering, both existing layers must be removed before the new roof can be installed.

The following conditions prohibit the installation of a roof overlay even if there is just one existing roof covering:

- If the existing roof covering is wood shake, slate, clay tile, cement tile, or asbestos-cement tile.
- If the existing roof covering is water soaked or has deteriorated to the point that it is not adequate as a base for additional roofing.
- If the manufacturers specifications prohibit overlay applications for that particular product.

WEIGHT

- Installing roofing materials that are **over 5 pounds per square foot** may require a structural review depending on the condition of the existing roof framing. Please provide the product specification sheet for verification of the weight and be prepared to provide roof framing information if required.

SAFE ROOF ACCESS MUST BE PROVIDED TO THE INSPECTOR

- The permit holder shall provide a safe ladder, free of defects and rated for a minimum of 250 pounds. The ladder shall extend 3 feet above the roof and shall be secured to the building. Without a safe means to access the roof, the inspection may be failed.

INSPECTIONS

- The first inspection will be a "tear-off". The inspector will visit the site after the existing roofing has been removed or prepared for a new layer. The inspector will be looking for dry-rot, damaged sheathing, flashing and underlayment placement. Where necessary, these are to be replaced with new wood prior to the first inspection.
 - For projects that involve new plywood sheathing, there will an additional inspection for "roof nailing".
 - The third inspection will be the "in-progress" where a starter course of no more than 2 bundles of shingles per section are to be applied. The inspector will be looking for 30lbs felt paper to be overlapped 6" and shingle off-sets per manufacture instructions, a 2" drip edge is to be installed for each starter course.
 - Last, there will be a "final inspection" where the inspector will check the completed roof and verify placement of spark arrestors, gutters and other associated work. Title 24 paperwork is to be completed and signed by the contractor. If the cool roof exemption requires verification of 14" insulation in the attic, the contractor must have a ladder set up inside the house for access to attic and here shall be a 14" dam around the opening to the attic and shall have batons installed if any air ducts are being blocked by insulation. Smoke detectors and carbon monoxide detectors will be verified at this time if it has not been requested at previous inspections.
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APPEARANCE

If the property is in a neighborhood with a home owner's association, the applicant should confirm that the materials meet the design guidelines. Also, the applicant should verify any significant changes in roofing color or material with the City of San Ramon Planning Division.

T-24 ENERGY "COOL ROOF" REQUIREMENTS

The California Energy Commission requires that new roofs installed in certain applications meet **cool roof** requirements. The term "cool roof" refers to roofing materials that are designed to reduce the amount of outside heat transferred into the building. Roofing manufacturers will indicate if their product is classified as a cool roof by labeling it in the product data. **A cool roof is required if the following conditions exist on a commercial building:** 50% or 2000 square feet (whichever is less) of roofing are being replaced over conditioned spaces. Steep roofs (>2:12 slope) shall comply with a 0.20ASR and 0.75TE. Flat roofs (<=2:12 slope) shall comply with a 0.63ASR and 0.75TE. Alternatively, a Title 24 energy consultant may provide exceptions and other compliance options with a report.

ADDITIONAL CODE ITEMS TO VERIFY

- SPARK ARRESTORS:** All fireplace chimneys shall have spark arrestors installed prior to final.
- VENTILATION:** Verify that attic and rafter spaces have a net free ventilated area of not less than 1 square foot of ventilated area for each 150 square feet of roof area.
- FLASHING:** Damaged flashing shall be replaced. Valley flashing shall have a min. slope of ¼" per foot and shall be 26 gauge galvanized sheet metal. Exposed plywood edges shall be covered with sheet metal.
- PLYWOOD SHEATHING SPACING:** Plywood and OSB sheathing shall be spaced at 1/8" apart.
- ROOF DECK NAILING:** Sheathing joints shall fall over existing rafters whenever possible and shall be nailed with 8d box nails 6" on center at the edges and 12" on center for field nailing.

RE-ROOFING IN INCLEMENT WEATHER

To assist and assure that the roofing contractor is able to maintain integrity of a re-roof project performed between the time period of October 15 through April 15 of each calendar year, the procedure for inspection of the nailing of the roof sheathing may be found on the Building Handouts page listed under "[ReRoof Inclement Weather](#)".

PLEASE NOTE:

The contractor is responsible for verifying that the roofing installation meets all applicable requirements of the California Building Code, California Residential Code, California Energy Code and all product specific installation instructions. Any items required by code that are not noted in this document are the responsibility of the contractor.
