



City of Ukiah

COMMUNITY DEVELOPMENT
DEPARTMENT

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RESIDENTIAL RE-ROOF CHECKLIST

This information is intended to provide general guidance on the reroof of single family residences.

This handout summarizes information contained in the 2019 California Residential Code. If conditions are encountered that are not covered, please consult the appropriate code books.

A building permit is required when more than 100 square feet of roof covering is installed, repaired or replaced.

Residential Reroof Permits are same day over the counter permits.

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:
 - Existing roof covering is wood shake, slate, clay tile, cement tile, or asbestos-cement tile.
 - Existing roof covering is water soaked or has deteriorated to the point that it is not adequate as a base for additional roofing.
 - Manufacturer 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.

Inspections and Safety:

- ☐ 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 (Type 1). 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. The first inspection will be a “pre-roof”. 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, underlayment placement and minimum ventilation. For projects that involve new plywood sheathing, there will be an additional inspection for “roof nailing”. These are then followed by the final inspection where the inspector will check the completed roof and verify placement of spark arrestors, gutters/flashings, address numbers, smoke and CO alarms, and other associated work.

Additional Code Items to Verify

Spark Arrestors:

- ☐ All fireplace chimneys shall have spark arrestors installed prior to final. Per 2019 CRC R1003.9.2

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. Per 2019 CRC R806.2

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 flashing. Per 2019 CRC 903.2 and 2019 CRC 905.2.8.5

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. Per 2019 CRC 602.3(1)

Primed On All Exposed Wood:

- ☐ Minimum one coat of primer or paint on all new exposed wood, rafter tails, plywood, fascia, or barge rafter to prevent decay.

Address:

- ☐ Placed in a visible location from the street. Address characters shall contrast with their background. Each character shall be not less than 4” in height with a stroke of not less than .5 inch. Per 2019 CRC R319.1