CITY OF CITRUS HEIGHTS

BUILDING & SAFETY DIVISION
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Policy for Re-Roofing

Purpose:
To establish a procedure for complying with the provisions of Chapter 15, Section 1512 of the California Building Code (CBC) and Chapter 9, Section R908 of the California Residential Code (CRC).

General:
In the City of Citrus Heights, the roof assembly shall not have less than a Class C fire rating for R Occupancies and U Occupancies (private garages, carports, patio covers, and sheds). R Occupancies include hotels, motels, apartment houses, congregate residences, dwellings, and lodging houses, and other similar uses.

Permit Requirements:
Re-roofing permits must be obtained **prior** to starting the work.

Work Description:
The permit must clearly show the scope of work to be performed and include the following information:

- Existing roofing material
- Proposed roofing material
- Catalog cuts, manufacturer's specifications, or installation instructions for roofing material to be used
- List the addition of any skylights, dormers, equipment, etc.
- List all equipment relocations necessary to perform the re-roof
- Indicate if it is to be a tear off or an overlay
- If it is an overlay, list the number of existing roofs and types of material
- Indicate the existing roof type, i.e., truss or a conventional framed roof

Permit Fees:
The re-roofing permit fee is based on the Building Permit Valuation, which is the contract value for the roofing work being performed. In addition, the valuation of any added skylights, dormers, any equipment locations, or any structural work must be added as additional construction valuation. This should also be shown on the project contract.

If the work is being done by the home-owner, or the permit is being issued as a "owner-builder" permit, the permit valuation shall be based on the value of the materials needed to complete the work, plus a labor value to be estimated at a minimum of $50 per hour, per person, for the number of hours to complete all work. In addition, the valuation of any added skylights, dormers, any equipment locations, or any structural work must be added as additional construction valuation.

If no contract valuation can be provided, a value for the work can be assessed at $250 per square of roof (1 square = 100 square feet) multiplied times the number of squares.

Currently, our permit system requires the Building Permit Valuation and the number of squares of roofing as part of the application process. The system will compare the provided valuation and the calculated valuation, and base the permit fees on the higher of the two valuations. If the amount of the provided valuation is determined to be inconsistent with the scope of work, a copy of a signed contract will be requested.

Utility Relocations:
It may be necessary to move solar panels, a gas line and/or an electric service to accommodate the work associated with a re-roof. Contact the Building & Safety Division to determine if additional permits or inspections may be required.

Inspections:
PLEASE BE ADVISED YOU ARE RESPONSIBLE FOR MAKING ALL INSPECTION REQUESTS. REQUESTS MUST BE RECEIVED PRIOR TO 4:00 PM THE *BUSINESS DAY PRIOR TO THE DESIRED INSPECTION DAY*. SCHEDULE ON-LINE, OR CALL (916) 727-4750

It is suggested that you do not expose your project to the elements until you have secured your inspection date. *Please remember that this may not guarantee you next day inspection. Inspections are on a first-call basis, and there are a given number of inspections allocated for each day.*

Work for requested inspection shall be completed and made ready for the scheduled inspection. *Work not completed at the time of inspection may be assessed a re-inspection fee.* Inspections are done Monday through Friday, 8AM - 4PM.

Ensure access to the jobsite. Ensure that the jobsite is maintained in a safe condition and that all OSHA regulations are adhered to.

> **Note:** No inspections will be conducted at an unsafe jobsite. A safe, all-weather access path is required. Access through mud or slippery terrain is not acceptable. The permittee must provide a safe method of accessing the roof.

Ensure that your representative (an adult, age 18 and over) is at the jobsite to provide assistance and answer any questions regarding the project for ALL inspections. Inspection staff is not authorized to enter unoccupied buildings.

Required Inspections:
When re-roofing any building, the City of Citrus Heights requires a re-roofing pre-inspection (see below) for the following reasons:

1. To detect those areas of the roof that show excessive ponding of water so that corrective measures such as additional roof drains, scuppers, or re-sloping of the roof structure can be made.
2. To determine if additional permits for electrical, mechanical, or plumbing are required due to equipment relocation during re-roofing.
3. To verify the structural integrity of the roof sheathing prior to covering.
4. To check for any structural damage to framing members due to excessive moisture or water accumulation.
5. To check for all the general requirements for a “built-up” re-roof where a “built-up” or “other roof” covering will be applied over an existing roof covering (see the following section).
6. To verify fire block construction at concealed combustible spaces per CBC Sections 1511 and 718.2 or CRC R302.11.
7. Adequate attic ventilation as per manufacturer’s specifications. (Attic ventilation is recommended by this Building Department for our area).

Pre-Inspection Timing: ***The pre-inspection is required prior to starting the job***. To determine compliance for all the general requirements for “built-up roof” or “other roof” coverings, roof core samples or roof cuts will be required at the time of the pre-inspection. The inspector will specify the sample locations.

Roof Sheathing:
A ***roof nail*** inspection is required prior to concealing the roof sheathing with felt, paper, roofing, or any other material that will conceal the roof sheathing and not allow for an inspection. Roof

sheathing shall be installed in conformance with nationally recognized standards and roof assembly installation instructions.

Final Inspection:
A final inspection and approval shall be obtained from the Building Official when the re-roofing is complete.

Roofing Materials Specific Information:

Built-Up Roofs:

1. Built-up roof covering may be applied over one existing roof covering when all the conditions listed below are satisfied:
2. The roof structure is sufficient to sustain the weight of an additional roof. This can be verified through inspection by an engineer, architect, or special inspection agency.
3. There is no more than one existing roof on the structure.
4. The existing roof is securely attached to the deck.
5. The roof deck is not rotted and is structurally sound.
6. Existing insulation is not water soaked.

Preparation of Roof and Application of New Covering.

When the conditions specified above have been met, the re-roofing shall be done as follows:

1. **Gravel Surfaced.**
   All existing gravel shall be removed to provide a smooth surface. All blisters shall be cut and cemented smooth. A base sheet, as defined in the code, shall be secured in place with approved fasteners. The base sheet shall not be mopped to the old roofing. New roofing conforming to Section 1507 of CBC or Section R905 & R908 of CRC shall be applied.
2. **Smooth or Cap Sheet Surfaced**.
   All blisters and curled edges shall be cut and cemented or nailed smooth. A base sheet shall be nailed solid to decks. New roofing conforming to Section 1507 of CBC or R905 & R908 of CRC, shall be applied.
3. **Flashings and Edgings.**
   Rusted or damaged metal shall be replaced. Metal shall be primed with cutback primer prior to installation. Collars and flanges shall be flashed per the roofing manufacturer's instructions.
4. **Intersecting Walls.**
   All Concrete masonry walls shall be completely cleaned and primed to receive new flashing. All vertical walls, other than concrete or masonry, shall have the surface finish material removed to a height of approximately 6 inches above the deck new roof surface to receive new roofing and flashing. All rotted wood shall be replaced with new materials. Surface finish material shall be replaced.
5. **Cant Strips.**
   Where space permits, cant strips shall be installed at all angles. All angles shall be flashed with at least two more layers than in the new roof with an exposed finish layer of inorganic felt or mineral surfaced cap-sheet.
6. **Sags in the Roofing Plane.**
   Upon inspection, all evident sags in the roofing plane where water ponds shall be corrected by either structural repairs or by building up the sag with roofing material in conformance with all roofing standards.

Shingles and Shakes:
The Building Official may permit a recover in accordance with the following provisions:

1. **Application.**

Not more than one overlay of asphalt/composition shingles shall be applied over an existing composition or asphalt shingle roof. Not more than one overlay of asphalt/composition shingle roofing shall be applied over wood shingles.

2. **Wood Shake Application**.
   Not more than one overlay of Class C minimum wood shakes shall be applied over an existing composition or asphalt shingle or wood shingle roof (with one layer of 18-inch, 30 pound felt interlaced between each layer of shakes).
3. **Wood Shingle Application.**
   Not more than one overlay of wood shingles shall be applied over existing wood shingles.
4. **Coverings Applied Over "Shake" Material.**
   New roof covering shall not be applied over an existing shake roof unless approved by the Chief Building Official.
5. **Flashing and Edgings.**
   Rusted or damaged flashing, vent caps, and metal edgings shall be replaced with new materials as necessary.

Composite Material:
Prior to permit issuance, a structural analysis or manufacturer's evaluation of the existing roofing support system will be required. The analysis/evaluation is required when re-roofing with tile in place of a lighter roofing material. Composite materials include tile, cellulose, cement, and **any products with weights in excess of 350 pounds per square**.

Other Roofing:
Re-roofing with systems not covered elsewhere in Chapter 15 (CBC) or Chapter 9 (CRC) (such as, but not limited to, those that are fluid applied in place or applied as nonasphaltic sheets) shall be done with materials and procedures approved by the Building Official. In this case, approved procedures are defined as shown for "built-up roofs" above. Provide the ICBO Report or approved manufacturer's specifications.

Other Information:

Platforms/Catwalks:
When installing a new HVAC system or replacing an existing system, the following code requirements must be met:

Platform:
A furnace located on a roof shall be installed on a substantial, level platform. When the roof has a slope greater than 4 in 12, a level-working platform at least 30 inches in depth shall be provided along the firebox and control sides of the furnace. Sides of a working platform facing the roof edge below shall be protected by a substantial railing 42 inches in height with vertical rails not more than 21 inches apart, except that parapets at least 24 inches in height may be utilized in lieu of rails or guards.

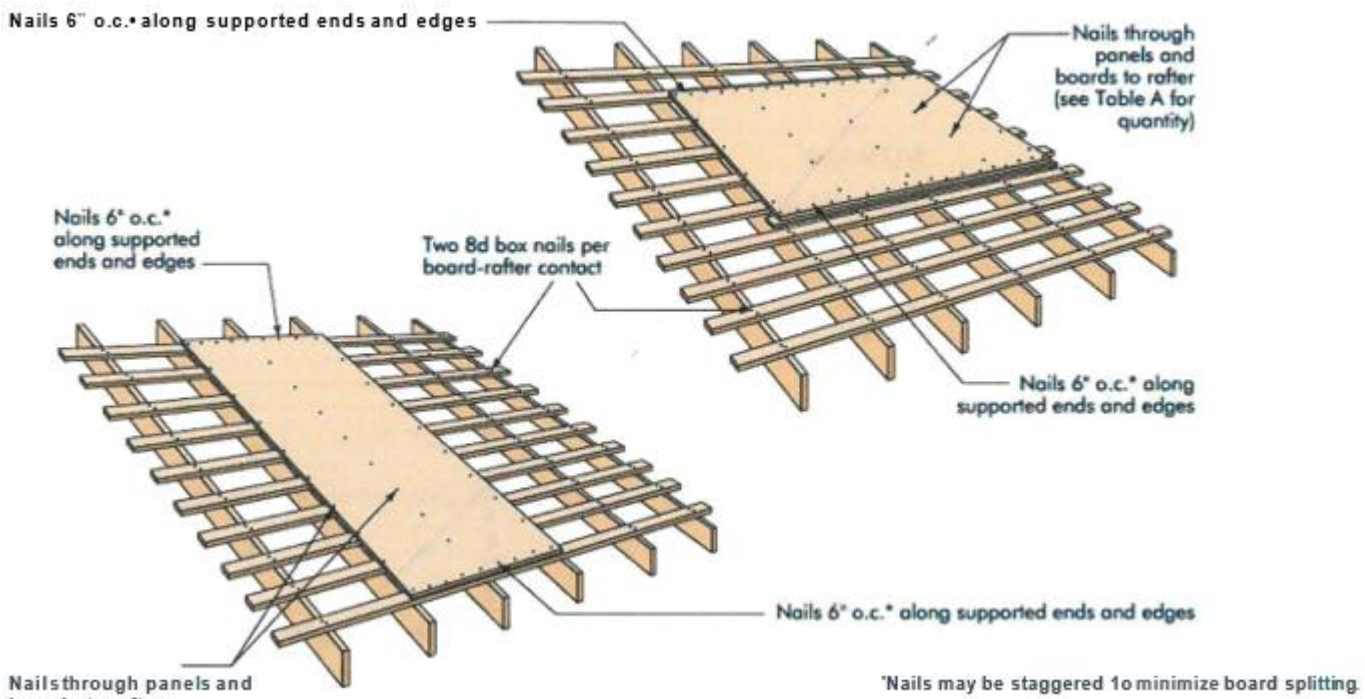
Catwalk:
On roofs having slopes greater than 4 in 12, a catwalk at 16 inches in width with substantial cleats spaced not more than 16 inches apart shall be provided from the roof access to the working platform at the appliance.

Exception: Temporary removal of the existing HVAC unit during re-roofing

Panels Attached to Roof Framing (Through Spaced Boards)

Panels up to 3/4-inch thick may be attached to framing through spaced boards using 8d box nails (0.113 x 2-l/2 inches) with quantity as shown in Table A and illustrated in Figure C. Nail panels to framing at all spaced-board crossings, as shown in Figure C. Nails along edges continuously supported by boards should be spaced 6 inches o.c. Panel edges should not be cantilevered. It may be necessary to add additional boards or move existing boards to support panel edges.

FIGURE C



*Nails may be staggered to minimize board splitting.

Note: Use 8d box nails (0.113" x 2-1/2")

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