

# Re-Roofing Permit Process & Inspection Requirements



## The Re-Roofing Process (rev 09/14/2021)

When a roofing permit has been issued, the following information is provided to help homeowners and professionals understand the inspection process:

- The building permit must be posted where it is accessible and visible from the street.
- It shall be the responsibility of the contractor or installer to provide an OSHA approved ladder setup in accordance with OSHA standards (3 rungs above the roof line and tied off and secured to the structure) while on site. On two story roofs, and where the use of two separate ladders is needed, there must be two ladders setup and secured in accordance with OSHA standards. A drone will be used where applicable.
- When requesting an inspection please email [jmurillo@brushcolo.com](mailto:jmurillo@brushcolo.com) or call (970) 842-5002 **at least 24-hours prior** to requested inspection time.

## General Re-Roofing Requirements (applies to new construction & re-roofs):

- The maximum number of layers of roofing permitted is two (2) (certain restrictions apply).
- **ICE BARRIERS** shall be installed for asphalt shingles, metal roof shingles, mineral-surfaced roll-roofing, slate/slate type shingles, wood shingles and wood shakes.
  - Ice barrier shall consist of not fewer than 2-layers of underlayment cemented together, or a self-adhering polymer-modified bitumen sheet and extend from the lowest edges of all roof surfaces to a point not less than 24-inches inside the exterior wall line of the building.
  - On roofs with slopes greater than 8/12, ice barrier shall also be applied not less than 36 inches measured along the roof slope from the eave edge of the building.
- Existing solid sheathed decking shall be without water or physical damage.
- Decks constructed with spaced deck boards with holes or gaps greater than ¼" must be repaired, boards replaced, or re-sheathed with minimum 3/8" plywood or 7/16" OSB.
- Install roofing materials per manufacturer's installation instructions for high-wind applications.
- Proper roof slope per type of roof and manufacturer's installation instructions.
- Underlayment (building felt/synthetic) and flashing shall be installed per City adopted Building Codes and manufacturer's installation instructions.
- Drip edge is required at eaves and gables (rake) of asphalt shingle roofs (secured 12" OC).
- Continuous or step flashing against a vertical sidewall ending in a diverter/kick-out flashing is required (size 4" x 4").

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- Chimney shall be provided with cricket where parallel dimension to ridgeline is greater than 30”.
- Exposed roofing nails (shiners) shall be properly sealed.
- Attic/roof ventilation shall be provided per City adopted Building Codes (**IRC 2018 Sec.R806 Roof Ventilation**).
  - The minimum net free ventilating area shall be **1/150** of the area of the vented space if no lower roof ventilation is present, otherwise **1/300**.
- The replacement from asphalt shingles to a tile roof will require engineer’s approval of the roof framing being suitable to withstand the additional weight of the tile.

## Two Inspections Required: (Minimum 24-hour Notice)

1. **Mid Inspection:** ALL roofing material including shingles and underlayment shall be removed and the decking inspected before the installation of IWS, underlayment, and shingles can begin, **NO EXCEPTIONS**. All roofing components including sheathing and flashing that are damaged/rusted/deteriorated shall be replaced at the Building Inspector’s discretion. Sheathing must be installed and fastened to the structure in accordance with the **2018 International Residential Code**.
2. **Final Inspection:** Shingles must be self-sealed at the time of the final inspection. All flashings and roof vents must be installed and complete. Final roof inspections will **NOT** be conducted during the hottest part of the day in order to decrease the potential of damaging the newly installed roofing material. Contractors will be notified of needed corrections (if applicable) and the inspection will remain in a **FAILED** status until inspected and passed by the Building Department.