

REROOF REQUIREMENTS AND PROJECT WORKSHEET

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- Specifications and requirements for a reroofing project - page 2
- Reroof Project Worksheet - page 3 - only for projects requiring a review.

WHEN IS A BUILDING PERMIT REQUIRED?

25% Rule: A permit is required when 25 percent or more of the roof is to be reroofed in any 12-month period.

Less than 25 percent is considered a repair and does not require a permit. Please note: **Each structure needs its own permit, except single-family detached garage.** Obtain a separate permit for each structure that exceeds the 25% rule. Exception: On a single-family property, both the dwelling and a detached garage may be reroofed under the permit obtained for the main house.

HOW TO APPLY

Begin by applying for a reroof permit at www.SJPermits.org. If SJPermits identifies that your reroof project requires review, you will be instructed to make a permit service appointment. This includes:

- **Building review:** Due to factors such as weight and materials, your project may need review by the Building Division. Complete page 3 of this form, save it as a PDF, and be prepared to provide it during the appointment.
- **Historical Property review:** For any property listed on the [Historical Resources Inventory](#), a Planning review is required. SJPermits will instruct you to make a permit service appointment. At that appointment, your project will be routed for a Planning review. Be ready to provide the following items at the appointment:
 - A PDF sheet showing photograph/s of the existing roof. Show text stating the roofing material.
 - A PDF outlining the manufacturer, style and color of the proposed roofing; the manufacturer's brochure downloaded or scanned as a PDF is acceptable. The replacement roof material should be a scale, color, and texture similar to those used historically. Black and dark gray colors are not appropriate.

Note: City Landmarks and properties in City Landmark Districts will be required to obtain a [Historic Preservation Permit](#) for their reroof project. To speak with a City Planner about your historic property, call 408-535-3555 (Press 1 and press 1 again) during Planning's [phone service](#) hours.

REROOF PERMIT FEE. See page 5 of the [Building Fee Schedule](#) for fees for a reroof. An online permit will be 50% off the specified processing fee. Taxes and administrative fees will apply. **Cost-saving tip:** A reroof project can be done under a building permit issued for other improvement work to help save on permit costs.

INSPECTION REQUIREMENTS

A reroof project typically entails either an in-progress or final inspection. For an inspection, follow these rules:

- The Permit Card must be on-site at all times.
- Provide a ladder to enable access to all levels of the roof for inspection. **Inspectors do not carry ladders.**

If the inspector finds that minor corrections are needed, then the contractor or property owner may self-certify the completed corrections, following instructions on the Inspection Request Form and the Reroof Inspection Notice.

ADDITIONAL PERMITS FOR MOVING OR ALTERING ROOFTOP EQUIPMENT

If your project involves removing and reinstalling, relocating, replacing, or altering rooftop equipment such as solar installations, air conditioners, or heating equipment, including related systems, you are required to obtain additional electrical or mechanical sub-trade permits (available at SJPermits.org); associated fees will apply.

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REROOFING PROJECT SPECIFICATIONS & REQUIREMENTS*Keep your building and inhabitants safe and follow these requirements*

Fasteners	<ul style="list-style-type: none"> ▪ Nails or staples must extend at least ¾-inch into or through the sheathing, except where such penetrations would be visible at eaves or porch overhangs. ▪ Spacing and location of fasteners are to be according to the manufacturer's installation instructions. ▪ Nail heads must be flush with shingles; DO NOT DRIVE HEADS INTO SHINGLES.
Flues	<ul style="list-style-type: none"> ▪ Double-wall Type B flues require a 1-inch minimum clearance to combustibles. ▪ A separate mechanical permit and inspection are required if the flue is cut or altered in any way.
Fire Rating	<ul style="list-style-type: none"> ▪ Class C minimum rating is required by California law, whether new or re-roof. ▪ Wood shake and shingles must be a fire-resistant type.
Flashings	<ul style="list-style-type: none"> ▪ Flashings may be re-used if in good condition. ▪ Exposed edges of wood sheathing are to covered with L metal or equal. ▪ Counter-flashing is required where the roof meets a vertical surface, such as a wall or chimney.
Lightweight Tile	<ul style="list-style-type: none"> ▪ Most tile reroof applications require EVERY tile to be nailed; follow the manufacturer's specifications.
Overlays	<ul style="list-style-type: none"> ▪ Maximum number of composition roof covers allowed: 2 ▪ Use only metal tiles listed for this purpose to overlay wood shake roofs. ▪ A maximum of two built-up roofs is possible. ▪ An engineering analysis of the roof supporting structure is required if the total weight of all roof coverings exceeds 7 pounds per square foot.
Sheathing	<ul style="list-style-type: none"> ▪ Solid sheathing is required for all roof covering materials except for wood shingle and shake. ▪ Plywood and OSB board exposed to weather (underside of eaves) must have exterior grade glue (Exposure 1).
Skylights	<ul style="list-style-type: none"> ▪ Skylight installations require a separate building permit and inspection.
Slope Requirements	<ul style="list-style-type: none"> ▪ Composition roof: minimum slope of 2 in 12 ▪ Wood shake roof: minimum slope of 3 in 12 ▪ Interlocking concrete tile roof: minimum slope of 4 in 12
Underlayment	<ul style="list-style-type: none"> ▪ Install according to the manufacturer's instructions.

REROOF PROJECT WORKSHEET

This worksheet is only for applicants who cannot obtain their reroof permit through SJPermits.org due to needing a Planning or Building project review (see page 1). Download, save, and complete this computer-fillable form to be submitted as a PDF during the virtual appointment. If completing by hand, scan the completed form and submit it as a PDF during the virtual appointment.

BASIS FOR ROOF SYSTEM APPROVAL:

IES#:	U.L.#:	Other:
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1. PROJECT ADDRESS:

2. DESCRIBE EXISTING ROOF:

a) Roof slope:

b) Number of existing roof covers to remain:

c) Material check one:

Arch Comp Built-Up Comp Concrete/Clay Metal Tile Shake Sheet Metal Wood Shingles

Other: _____

3. DESCRIBE FIRE RATING:

a) Manufacturer:

b) Minimum Roof Fire Class required by code:

c) New Roof Fire Classification check one: A B C

4. DESCRIBE NEW ROOFING MATERIAL:

a) Number of "squares" of roofing material:

b) Exposure:

c) Material check one:

Arch Comp Built-Up Comp Concrete/Clay Metal Tile Shake Sheet Metal Wood Shingles

Other: _____

d) **Weight:** Applied weight of new roofing material per square foot:

e) **Underlayment Materials:** enter weight in pounds for each

Underlayment: _____ Cap Sheet: _____ Number of Plies: _____ Weight: _____ Built-up Base Sheet: _____

Interlayment: _____ Gravel: _____

f) **Sheathing:** Will new sheathing be added? check one: Yes No Specify sheathing material:

g) **Slope:** Will the existing slope be altered? check one: Yes No

5. WEIGHT JUSTIFICATION:

If the reroof results in an overall roofing weight exceeding 7 pounds per square foot (not per square of material), then the roof structure must be justified by CRC or CBC Rafter Span Tables or engineering calculations. Roofing replacements with no increase in weight (i.e., tile roof to tile roof) are exempt from this requirement.

a) **Rafter Size:**

b) **Spacing:**

c) **Longest Span:**