



COUNTY OF RIVERSIDE DEPARTMENT OF BUILDING AND SAFETY



User Guide for Inspecting Permit Requirements Relating to RE-ROOF

PERMIT LIMITATION: This permit is for installation, replacement, alteration, or repair of roof covering to existing structures. A re-roof permit cannot be processed by mail if any of the following conditions exist:

- a. Heavy roof covering such as concrete/clay tile or equivalent is proposed to replace existing lightweight roof covering (composition, roll roofing, hot mop/gravel, etc.)
- b. Alteration, replacement or repair of designed roof truss system.
- c. Built up roofs.

If any of the above conditions apply, the applicant (in person) must submit three (3) sets of roof framing plans for plan review. This can be done at our Riverside Office.

INFORMATION:

- A. Roof deck inspection is required if new roof sheathing is applied or replaced or if existing roofing material is stripped to roof sheathing.
- B. Not more than two overlays of asphalt shingles shall be applied over an existing asphalt shingle roof.
- C. If the job you are doing covers less than 25% of the roof and does not involve sheathing or roof members being replaced, you do not need a permit.
- D. If you replace 25% or more of the roof or if wood shakes or shingles are to be applied, you must use Class B fire-rated material or better.
- E. Built up roof requires a building permit in all cases with the exception of spot repairs.

PERMIT APPLICATION: The owner or contractor must complete and sign "Application to Construct Worksheet" (Form No. 284-199) and return to counter technician. If applying by mail, the owner or contractor must complete and sign "Mail-In Permit Application" (Form No. 284-199A) and return to the Department of Building and Safety at the address below.

INSPECTION REQUIREMENTS: The following requirements listed below, but not limited to, will be verified at inspection.

1. Access to the property shall be provided on the date of requested inspection and property address shall be conspicuously posted.
2. Job cards and approved plans (if applicable) shall be readily available at the time of inspection on job site.
3. Roof deck inspection is required if new sheathing is applied or replaced or if existing roofing cover is stripped to roof sheathing. (A safe and sturdy ladder shall be provided for roof deck inspection).
4. Projects not requiring roof deck inspection, shall request a final inspection when re-roof is complete.

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