



## City of Pittsburg

Community Development - Building Division

65 Civic Ave, Pittsburg CA 94565

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### Reroofing 2016 CBC, Section 1510

The City of Pittsburg has adopted the 2016 California Building Code (based upon the 2012 IBC). Included within this document is Section 1510, "REROOFING".

#### Common Questions:

**How do I schedule an inspection?** An inspection can be scheduled 24 hours in advance by calling the Inspection Hotline @ (925) 252-4907. You will need to provide the following: (Note: **AM** Inspections 8:00 – 12:00, **PM** Inspections 12:00 – 4:00)

- **Permit Number** example: **(BP-17-1717)**
- **Address** example: **65 Civic Avenue**
- **Type of Inspection** example: **(In Progress Roof)**
- **Name** example: **(John Vargas)**
- **Contact Phone #** example: **(345-8769)**
- **AM or PM Inspection** example: **(PM)**

**How do I obtain a reroof permit?** A permit can be obtained at the permit center, via fax, or by mail. **(In Person)** The permit center is open Monday – Friday, 8:00 – 12:00 and 1:00-4:30. You can pay by check, cash or by credit card. **(Via Fax)** A facsimile of the permit application may be sent to the permit center to expedite the process: (925) 252-4814 **(Via Mail)** Permits will be processed similarly to fax requests. If a check is sent to cover the cost of the permit please include a self-addressed envelope.

**Do I need to be home?** No. However, if the inspector is required to enter through any gate or side entrance in order to obtain access, a "Permission to Enter" notice must be plainly posted. In addition, if a minor (17 yrs old or less) is present and not accompanied by an adult an inspection cannot be done. Dogs will not be tolerated regardless of how harmless and friendly they appear.

**What kind of access do I need to provide?** A sturdy commercial grade ladder (rated for no less than 225 lbs.) shall be set up in a safe and accessible location. It shall extend above the roof no less than three (3) feet and shall be secured by an acceptable means (tethered by rope etc.).

**Do I have to wait around for the entire proposed inspection period?** Unfortunately, we do not have the staff available to provide specific appointments. However, please call the day of the inspection between the hours of 7:30-8:30 AM and request to speak to the inspector assigned to your project. They will gladly attempt to provide a minimum

two hour inspection window. Please note: **you will not be contacted on the morning of the inspection or prior to the inspector's arrival unless you make prior arrangements.**

**Do I need to post the job card?** Yes. The information and signatures on the job card are important. Confusion and delays may occur if it is not posted in plain site. Obvious locations may be on a fence, the gate, near the front door, or similar locations that are clearly visible to the inspector.

**Can a property owner obtain a reroofing permit?** A reroofing permit can be obtained by the owner of a single family residence and/or a duplex. Commercial property owners and the owners of triplexes and larger residential buildings shall obtain the services of a California licensed roofing contractor.

**It looks easy, what's the big deal?** The installation of a new roof is often misinterpreted to be "an easy project"; it is not. The work can be strenuous, very dangerous, and when not done properly may mark the beginning of a property owner's nightmare. Be sure of your schedule, your abilities, the weather, and your health prior to beginning such a project.

**Can the licensed contractor obtain the permit or should the owner obtain the permit?** The contractor can obtain the permit by visiting the permit counter or by utilizing the services of a permitting service. As a homeowner who is contracting for the work, it is advisable that the contractor obtain the permit because this will provide additional contractual protection for the property owner.

**What type of roofing material is acceptable to use?** Roofing materials must comply with the 2016 California Energy Code. The materials must meet all "Cool Roof" requirements. In addition all required energy forms must be completed and filed when applying and at final inspection.

**Does a repair require a permit?** Possibly, if the repair is limited to 25% of the roof surface, a permit will not be required. However, a property owner may not perform a complete reroof in increments. In addition, per zoning requirements the person doing the repair must utilize materials which match the existing roof material.

**What types of inspections are required?**

#### **Residential: Composition Tear off and Replacement**

- **Tear Off** – Existing roofing to be removed and any damaged areas repaired prior to inspection.
- **Final** – Roofing work to be completed. If gutters and rain leaders existed prior to the installation of the roofing, they must be installed at the time of the inspection.
- **In Progress** – Applies to composition shingles only. This inspection is offered so that work will not be postponed due to heavy scheduling, weekends and/or holidays. It is also meant to expedite the process during inclement weather. The inspection has specific requirements and is not a recommended approach for the inexperienced homeowner. The following requirements apply:

- The tear off must be complete.
- The sheathing must be completely nailed off.
- No more than 50% of the roof area may be covered.
- If questions regarding the installation methods arise during an inspection, a qualified person must be on the site. If no such person is available, a “Stop Work Notice” may be issued by the inspector until such communication can be arranged.
- A final inspection is required. All work must be completed including the installation of gutters and rain leaders, if such existed prior to the project.

### **Residential: Composition Overlay**

- **Prerroof** – Any materials that are loose and/or existing dry rot damage shall be addressed prior to the inspection.
- **Final** – All work must be completed including the installation of gutters and rain leaders, if such existed prior to the project.

### **Residential: Lightweight Tile and Steel Tile (Over New Sheathing)**

**Note: These products must be installed by individuals who are experienced and shall be installed following the manufacturer’s installation instructions. These are not products designed to be installed by a novice.**

- **Tear Off** – Existing roofing to be removed and any damaged areas repaired prior to inspection.
- **Roof Nail** – New or existing sheathing to be installed and ready for paper. (If your existing roof sheathing is comprised of solid materials (not skip sheathing), this inspection is not required.
- **In Progress** – Inspection performed while the work is in progress to assure that insulation batts and spacing of nailers complies with the manufacturer’s specifications.
- **Final** – Roofing work to be completed. If gutters and rain leaders existed prior to the installation of the roofing, they must be installed at the time of the final inspection.

### **Residential: Steel Tile over Wood Shakes (Must meet 2016 CA Energy Regs.)**

**Note: These products must be installed by individuals who are experienced and shall be installed following the manufacturer’s installation instructions. These are not products designed to be installed by a novice.**

- **Prerroof** – Any materials that are loose and/or existing dry rot damage shall be addressed prior to the inspection.
- **Final** – Roofing work to be completed. If gutters and rain leaders existed prior to the installation of the roofing, they must be installed at the time of the final inspection.

## Residential and/or Commercial: Tar and Gravel / Membrane

**Note: Large commercial jobs may require that numerous inspections be done in stages. Please discuss scheduling with the inspector. In addition, historically there were commercial buildings erected without the benefit of secondary drains located 2” above the existing roof drains. Such buildings will be required to provide additional overflow drainage as described within the 2016 California Building Code.**

- **Tear Off** – Existing roofing to be removed and any damaged areas repaired prior to inspection.
- **Final** – Roofing work to be completed. If gutters and rain leaders existed prior to the installation of the roofing, they must be installed at the time of the final inspection.
- Provide a smoke alarm/CO2 affidavit.