



26 Corte Madera Ave., Mill Valley, CA 94941
Phone: (415) 388-4033

REROOFING REQUIREMENTS

Residential & Commercial

Roof decks shall be covered with *approved* roof coverings secured to the building or structure in accordance with the provisions of the CBC and CRC. Roof assemblies shall be designed and installed in accordance with these codes and the *approved* manufacturer's installation instructions such that the roof assembly shall serve to protect the building or structure.

- Tear-off inspections are required for all commercial and publicly funded housing roofs.
- If an overlay is being considered a pre-inspection may be required. There is an \$86.50 fee for this inspection, and the permit will not be issued until the pre-inspection has been performed and the roof structure approved for the proposed covering. Someone must be on site with a ladder and capable of providing rooftop and attic access.
- Ladders provided for inspectors shall have a minimum rating of 250 lbs., be tied in place, and have a minimum of three rungs above the roof edge.
- All inspections should be called in at least 48 hours in advance.
- A copy of the permit card shall be posted on site at all times, and shall be visible from the street or front walkway.
- **FINAL INSPECTION REQUIRED** Final inspections are required for all reroofs. On all built-up roofs, someone shall be on site with a ladder capable of providing rooftop access, unless previous arrangements have been made with the building inspector. If a **substantial portion** of a roof (other than a built-up roof) is visible without physically accessing the roof, the requirement for ladder access may be waived. However, the smoke and carbon monoxide detectors as referenced below require verification by Building Department personnel.

Smoke and carbon monoxide detectors:

The following references the state and building code language applicable to smoke and carbon monoxide alarms in existing dwellings:

Smoke alarms: *Upon the owner's application on or after January 1, 1985, for a permit for alterations, repairs, or additions, exceeding one thousand dollars (\$1,000), a smoke detector, approved and listed by the State Fire Marshal pursuant to **California Health and Safety Code Section 13114 and CRC 314.3**, shall be installed in accordance with the manufacturer's instructions in each dwelling intended for human occupancy.*

Carbon monoxide alarms: *Where a permit is required for alterations, repairs or additions exceeding one thousand dollars (\$1,000), existing dwellings or sleeping units that have attached garages or fuel-burning appliances shall be provided with a carbon monoxide alarm in accordance with **CRC Section R315.1**.*

Verification of the installation of the alarms as per current code and manufacturer's listing requirements will be a condition of final approval.

- If new plywood is installed, a nailing inspection is required. This shall be noted on the permit.
 - a. Overdriven nails will not be allowed. These shall be replaced.
 - b. When applying plywood over existing sheathing, use minimum 10d nail. (Nails shall be driven into a framing member; the use of 10d minimum nails ensures penetration through the existing sheathing into the framing member.)
 - c. Break sheet ends on rafters. If plywood is applied over skip sheathing $\frac{3}{4}$ " or greater thickness, screws that are equal to a 10d nail in ductility and penetration may be used. Minimum nail spacing should be a minimum of 6" on plywood edges and 12" in the field.
- If roof slope is less than four in 12, and shingles are to be installed, underlayment must be a minimum of two layers of 15 lb. felt, installed shingle fashion, with 19" lap horizontally, per Table 15-B-1. Asphalt shingles are not permitted at less than two in 12 pitch.
- **Built-up roofs.** Unless a roof has been structurally engineered specifically for ponding, the roof shall be so constructed as to have *positive roof drainage*. *Positive roof drainage* is defined in the 2010 California Building and Residential Codes as *"The drainage condition in which consideration has been made for all loading deflections of the roof deck, and additional slope has been provided to ensure drainage of the roof within 48 hours of precipitation."*

Logistically, verification by the Building Department of this condition for the purpose of final approval of a reroof permit is impractical. In lieu of Building Department verification of this condition, a contractor/owner verification form is provided to the applicant when the permit is issued. The contractor, in signing this form, certifies under penalty of perjury that the roof meets the positive roof drainage requirements as stipulated in the CBC and CRC. The home or building owner is also required to sign the form as verification that they are aware that is the roofing contractor's responsibility to ensure this condition is compliant. This form must be completed and returned to the Building Department before a final inspection can be scheduled.

- Clearance to combustible materials around flue pipes shall be a minimum of 1" for double-walled flues and a minimum of 6" for single-walled flues. Flues shall be strapped or secured in place.
- If the roof has parapets, and there is the possibility that water may accumulate, roof drains and secondary (overflow) drains or scuppers will be required, sized per the plumbing code.
 - a. Overflow drains shall have inlet flow line located 2" above the low point of the roof.
 - b. Scuppers may be installed in lieu of overflow drains in an adjacent parapet wall. The scupper must be three times the size of the roof drain, with a minimum height of 4".
 - c. Overflow drains shall drain to an approved location, and shall not be connected to the primary roof drain line.
- If there is pre-existing mechanical equipment on the roof, the following requirements must be met (please contact a building inspector for a review of your conditions):

- a. Access in the form of a fixed ladder may be required.
 - b. Condensate drains must go to an approved receptor.
 - c. Conduit and piping must be strapped to pressure treated blocks, and attached to the roof with roofing cement.
- A separate permit MAY be required to re-install existing mechanical equipment. A separate permit MUST be obtained to install new mechanical equipment
 - As per the City of Mill Valley Municipal Code, spark arresters shall be installed at chimney tops on wood burning fireplaces when new roofing is installed. This will be a condition of final approval.

The following items, while not absolutely required, are highly recommended:

- At roof to wall or chimney junction, when exterior walls are stucco, new flashings should be installed under lathing paper. Existing stucco should be broken out to expose lath.
- Attic ventilation should meet the code minimum (1/150 of the area being ventilated. Proper attic/rafter ventilation may have a significant impact on the life of the roofing material. Verify that ventilation openings have not become blocked or painted shut.
- If ceiling insulation has become soaked, it should be replaced.
- When removing old roofing materials or gravel, avoid stockpiling of materials in one area so as to not overload the roof structure. Also, when loading new materials onto the roof, be sure to evenly distribute them to avoid any concentrated loads
- Rusted or damaged flashings, vent caps, roof jacks and edgings, shall be replaced with new materials
- Safety requirements when using an asphalt kettle:
 - a. Provide a minimum 20-B-C fire extinguisher within 30' of the kettle when heat source is operating.
 - b. Provide a minimum 20-B-C fire extinguisher on the roof during coating operations.
 - c. Kettle must have a tight fitting cover.
 - d. Shall not be located within 20' of any combustible material or building surface.
- Electrical service drop anchor should be properly secured at final. PG&E will provide this service at no charge. Owner may contact PG&E at (800) 743-5000.

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