



Building & Safety Division

Community Development Department

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RE-ROOF INSPECTION REQUIREMENT

Reroof

Reroof is the process of recovering or replacing an existing roof covering. Most roofs will have to be replaced sooner or later. This document explains the reroof permit and inspections requirements. A permit is required for all re-roof installations and repairs of more than 100 square feet prior to tear off of the existing roof or any repairs.



Reroof Permit

Most reroof permits are issued over-the-counter or by facsimile (fax). The permit can be obtained at the Development Center (City Hall) at 7351 Rosanna Street between the hours of 8:00 am to 5:00 pm Monday through Friday.

The following is a list of general requirements for permit applications based on the 2016 California Building Code (CBC), 2016 California Residential Code (CRC), and the Gilroy Municipal Code (GMC). This document is intended to provide general information, contact the Building Division for any questions or additional information.

- All alterations, repairs, or replacement of roofing material requires the new roofing material to be a minimum of a Class A fire rating for Residential Hillside (RH) Zone. Please refer to the current Zoning Map for RH zone. The RH zone is on the western and southwestern sides of the City
- Replacement, recovering, or recoating of low-sloped roofs (2:12 pitch and less) on existing non-residential buildings are to be cool roofs as required by the 2016 California Energy Code sections 110.8 and 140.3.a.1.(A). Please see document [Cool Roof Information Handout](#) for more information.
- The manufacturer's installation specifications shall be provided at the job site for the building inspection. This information is typically printed on the material packaging.
- Provide roof flashing at all wall and roof intersections, gutters, and where there is a change in the roof slope or direction around roof openings. Flashing shall be a minimum 26 gauge galvanized metal. (CBC 1503.2.1 and CRC R903)
- Provide cross ventilation at all attic and enclosed rafter spaces. The net free ventilation shall be a minimum ratio of 1:150 of the area or space ventilated (e.g. 1 sq. ft. of ventilation for each 150 sq. ft. of attic space). A minimum of 50% of the area of the vents shall be located a minimum of 3' above the eaves. For Residential Hillside, an approved ventilation system (usually a 1/16th screening minimum) approved by the Fire Marshal may be required.

- For roof slopes between 2:12 and 4:12, two layers of underlayment material shall be applied. A minimum of 19” wide strip of underlayment felt shall be applied parallel with and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, 36” wide sheets of underlayment shall be applied overlapping successive sheets 19”, fastened sufficiently to hold in place. (CBC 1507.2.8 and CRC R905.2.2).
- If the new roof will exceed a total weight of 7.5 lbs/square foot (including sheathing and roofing material), additional roof framing and support information will be required as well as review by the City’s structural engineer. This may require calculations and modification to the roof framing.
- For commercial buildings, Planning Division may need to approve the reroof materials to make sure that they are consistent with the original design.
- **The Reroof Permit may not be over-the-counter or via fax for the following:**
 - If the new roof will exceed a total weight of 7.5 lbs/square foot (including sheathing and roofing material), additional roof framing and support information will be required as well as review by the City’s building plan check engineer. This may require calculations and modification to the roof framing.
 - Adding a new roof as part of a larger remodeling project.
 - Modifying the roof structure or adding skylights.

Inspections

All re-roofs require two inspections, an in-progress and a final.

An in-progress inspection is required at the following stage based on the new roof material:

- Composition - All plywood nailed down, 1/2 felted with valleys felted and flashing over felt. Courses started. Drip edge at all rakes installed over felt.
- Tar and Gravel/Foam - All areas cleaned of debris and materials being used on site for inspection.
- Tile - Have furring members in place with approved fire blocking.
- Shake - Have rating of shakes identified, courses started, and felt and flashing in place.

The final inspection is required after all of the work is complete including the following:

- Spark arrester installed
- Overflow drains cleaned
- Skylights secured
- All flues extended and secured
- Any roof equipment and/or piping secured
- All exposed nails protected
- All exposed wood, roof jacks, and metal flashing or edging painted

If you have any questions about reroof or this document, please contact the Building & Safety Division at (408) 846-0451.