

**APPLICATION FOR RE-ROOFING**

**City of Gilroy**

7351 Rosanna Street  
Gilroy, CA 95020-6141  
(408) 846-0451 FAX (408) 846-0429



RESIDENTIAL  COMMERCIAL

PERMIT NUMBER: \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

**The following information shall be provided for review and approval prior to issuance of a permit for re-roofing.**

**Job Address:** \_\_\_\_\_ **Parcel #:** \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

**CONTRACTOR:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

Application Date: \_\_\_\_\_ Anticipated Start Date: \_\_\_\_\_ Anticipated Duration: \_\_\_\_\_

Existing Roof Type:  Built-Up Roof  Asphalt Shingles  Wood Shakes  Wood Shingles  Tile  
 Sheet Metal / Tile  Concrete/Clay  Thermal Solar/PV  Other (Specify): \_\_\_\_\_

Remove/Replace: <input type="checkbox"/> No <input type="checkbox"/> Yes	If No, # of Layers: _____	Will New Sheathing be Added? <input type="checkbox"/> No <input type="checkbox"/> Yes	Plywood Thickness: <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4" <input type="checkbox"/> 3/8" Other _____	Plywood Type: <input type="checkbox"/> OSB <input type="checkbox"/> CDX Other: _____
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Proposed Roof Type:  Built-Up Roof  Asphalt Shingles  Wood Shakes  Wood Shingles  Tile  
 Sheet Metal / Tile  Concrete/Clay  Other (Specify): \_\_\_\_\_

Applied Weight of New Roofing Material per Square Foot: _____	Will new roof plus existing roofing weigh more than 6 pounds psf? <input type="checkbox"/> No <input type="checkbox"/> Yes
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**If new plus existing weighs more than 6 PSF, provide engineering calculations or verification of compliance with the UBC span tables.**

Valuation (Material & Labor) \$: \_\_\_\_\_ Sq.ft.: \_\_\_\_\_ # of Squares: \_\_\_\_\_ Pitch: \_\_\_\_:12 Product Warranty: \_\_\_\_\_ Years

Description: \_\_\_\_\_ Roof System Fire Class:  A  B  C

**LICENSED CONTRACTORS DECLARATION**

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License No.: \_\_\_\_\_ License Class(s): \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**WORKERS' COMPENSATION DECLARATION**

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Property Owner or  Authorized Agent Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**OWNER-BUILDER DECLARATION**

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s) (Section 7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I, as owner of the property, or my employees with wages as their sole compensation, will do ( ) all of ( ) portions of the work, and the structure is not intended or offered for sale (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who, through employees' or personal *effort*, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a licensed Contractor pursuant to the Contractors' State License Law.)

I am exempt from licensure under the Contractors' State License Law for the following Reason: \_\_\_\_\_

By my signature below I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally intend to sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following Web site: <http://leginfo.legislature.ca.gov/>.

Property Owner or  Authorized Agent

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**DECLARATION REGARDING CONSTRUCTION LENDING AGENCY**

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Section 3097, Civil Code).

Lender's Name: \_\_\_\_\_ Lender's Address: \_\_\_\_\_

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**CERTIFICATION**

By my signature below, I certify to each of the following: I am the property owner or authorized to act on the property owner's behalf. I have read this application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.

Property Owner or  Authorized Agent

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**I UNDERSTAND AND AGREE TO THE FOLLOWING:**

1. The re-roof project shall comply with all applicable provisions of the 2016 California Codes.
2. An inspection request can be scheduled **up to one business day before the requested inspection date**. Please call (408) 846-0451 from 8:00-3:30pm (Mon-Friday) to schedule inspection.
3. **Tear-Off Inspection is required.** Any and all dry-rotted wood shall be replaced prior to this inspection. Unless new plywood roof sheathing is proposed throughout, **all the nails/fasteners shall be either completely knocked-down or removed** prior to this inspection.
4. If plywood is installed, a plywood **Nailing Inspection is required**.
5. Roofing shall not be applied without first obtaining all prior inspection and written approvals from the building inspector. Any roofing which is applied without first obtaining an approved inspection will require the removal of all new material down to the sheathing so a proper inspection can be performed. The contractor or owner must provide **roof access** (ladder to roof) for the all required inspections. **Ladders must be OSHA approved**, minimum Type I with a 250 lb. rating, in good condition and designed for its intended use and properly secured in place.
6. A **Final Inspection and approval shall be obtained** from the building inspector when the re-roofing is completed. To receive a final sign-off, the following items will be verified:
  - a. Flat roofs shall have a minimum of ¼" per foot of slope and demonstrate there is no ponding.
  - b. Smoke alarms: When the value of the work exceeds \$1,000, smoke detectors must be installed or a "**Smoke Detector & Carbon Monoxide Self-Certification Letter**" must be signed. See CBC Section 907.2.10
  - c. Proper spark arrestor installation, vents painted, gutter/downspouts installed, debris removed.
7. NOTE: If you call for a tear-off or plywood nailing inspection and the work is not 75% or more complete, you will be charged a re-inspection fee. The re-inspection fee **shall be paid before another inspection can be scheduled**.

Property Owner or  Authorized Agent

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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