



BUILDING DIVISION
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INFORMATIONAL BULLETIN: **REROOF**

This Information Bulletin provides a general overview of the permit and inspection process for your convenience. Please keep in mind that these are general guidelines and that additional requirements may apply. If you have any specific questions regarding your project, please call 714-765-5153.

□ **Building Plan Check Approval –**

- A plan check is required when the proposed roof tile has a weight of 6 pounds per square foot or greater. In order to receive an over the counter plan check review, please submit the following information:
 - Two sets of stamped and signed engineered calculations to justify the structure will sufficiently carry the new load.
 - If additional framing required, two sets of plans on 8.5" x 11" paper indicating the location, size, spacing and material of additional framing required.
 - Provide an ICC (International Code Council) ESR (Evaluation Service Report) number available online at www.icc-es.org/
- A plan check is required when proposing to relay existing tile. In order to receive an over the counter plan check review, please submit the following information:
 - Two sets of stamped and signed structural observation letters
- Review of Title 24 Energy Calculations is required when replacement, recovering or recoating area greater than 2,000 sf or more than 50% of the total roof area to a conditioned building.
 - This applies only to non-residential buildings, high-rise residential or hotels/motels.

□ **Permit Issuance –**

- Complete a Building Permit Application. These forms are available at the Building Division counter and online at www.anaheim.net/building. On the application, please indicate the type of roofing material to be used and total number of "squares" to be covered (100 square feet equals 1 "square").
 - Reroofs can be issued to the following:
 - Owner-builder
 - C-39 licensed contractor
 - B licensed contractor with workman's comp insurance and a signed contract by the property owner listing the reroof *and* two additional unrelated trades
 - A photo copy of the owner's ID will be required for signature verification

Helpful Tips –

- The 2022 California Building Codes do not allow more than one layer of roofing over an existing layer of composition (asphalt) roofing or wood shingles.
- If you plan to hire a Contractor to do the work, we recommend that you contact the Contractor State License Board for valuable information at (800) 321-CSLB (2752) or www.cslb.ca.gov.
- As you design your project, we encourage you to think **green** and reduce your carbon footprint by utilizing renewable energy or planning energy efficient improvements.
- Accepted Forms of Payment: The Building Division counter accepts ATM cards and checks. Visa, MasterCard and Discover are accepted for amounts up to \$5,000.
- For forms, fees and additional information on your home improvement project please go to www.anaheim.net/building.

□ **Inspection Process**

As you proceed with construction, you will need to request inspections at various phases of your project. Inspections are necessary to ensure that your project is constructed in conformance to the approved plans and specifications, building codes, zoning regulations, and other Federal, State, and City requirements. A Building Inspector will visit your project and confirm the proper use of materials and construction methods. Instructions on using the inspection request line and the online portal can be found on the job card. Inspection requests made before 4:00 pm will be scheduled for the following workday.

□ **Roof Sheathing Inspection**

Generally, there are two inspection approvals required to complete the reroof inspection process. The first inspection is called a "Roof Sheathing Inspection".

- The person requesting the inspection must provide a safe ladder tied off to roof and extending two feet above the edge of the roof. The inspection job card must also be onsite and available to the inspector. During this inspection, the inspector will either verify that there is only one existing layer to be covered or that the new roof sheathing is installed and nailed properly. All dry rotted and termite damaged wood should be replaced before the inspector arrives on site. The inspector will also verify that all additional framing required by an engineer has been completed.
- All roofing materials are to be onsite and available to the inspector in order to verify that only "approved" materials are being used. This may be accomplished by verifying that a stamp by an approved testing agency is on all roofing material to be used. This testing agency shall maintain an annual report indicating that the material has been tested to recognized standards and found to comply.

□ **Final Inspection**

Although the inspector walks on the new roof only when absolutely necessary, a ladder is to be secured in place as noted in the roof sheathing requirements. The inspector will verify that the roof installation is complete, all new exposed wood, flashing and vents are sealed or painted and all roofing debris is removed from the jobsite. The inspection job card must be available to the inspector for final approval. When the permit is finalized, we recommend that you retain the signed inspection record job card for your records.

Helpful Tips –

- When new roof sheathing is installed, be sure to provide the following clearances:
 - Combustion Vents- One inch at B vents. One and one half inch at transite pipe vents.
 - Masonry Fireplace- Two inch clearance.
- When tile roofs are installed, due to the complexity of loading, under special conditions, a sample of the tile to be used with the ICC (International Code Council) ESR (Evaluation Service Report) number clearly and permanently stamped on the sample, accompanied with a legible copy of the ICC evaluation report may be accepted in lieu of all material on site. Samples of special conditions are: more than one initial inspection required, inspections for proper nailing of batten/counter battens, fire stopping, or drywall installation, uneven terrain, limited hard surface on property, and immediate threat of rain to occupied structure.