

ANAHEIM



BUILDING DIVISION

## 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 contact the Building Division at 714-765-5153.

For your convenience, we have produced a new Reroof Self-Certification (Pilot) Program for reroof projects without engineering calculations on single family residences. Our informational handout on the Reroof Self-Certification (Pilot) Program is available at the counter and online at [www.anaheim.net/building](http://www.anaheim.net/building).

### Permit Issuance

To obtain a permit through the City of Anaheim, follow the steps outlined below, beginning at the Planning Department located on the 1<sup>st</sup> Floor of City Hall, 200 S. Anaheim Boulevard. A building permit may be obtained by the property owner, licensed contractor or an employee of either one with current worker's compensation insurance. Please note that the property owner of a single family residence may obtain a permit without requiring worker's compensation insurance. Upon arrival at the Planning Department lobby, please proceed to Counter 1 to obtain a ticket. Planning Department counter staff will call you up based on your arrival time.

- **Planning & Zoning Approval –**
  - There is no Planning/Zoning approval required for reroofs.
- **Building Plan Check Approval –**
  - A plan check is only required for a reroof when the proposed roof 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 is required, the details must be included.
    - Two sets of plans on 8.5" x 11" paper indicating the location, size, spacing and material of additional framing required.
- **Permit Issuance –**
  - Complete a Building Permit Application. These forms are available at the Building Division counter and online at [www.anaheim.net/building](http://www.anaheim.net/building). In the area provided, please indicate the type of roofing material to be used and total number of "squares" to be covered (100 square feet equals 1 "square").
    - For tile roofs, you will need to provide an ICC (International Code Council) ESR (Evaluation Service Report) number available online at [www.icc-es.org/](http://www.icc-es.org/)
    - For complete tear-offs (removal of existing roofing), please indicate type (size and thickness) of roof sheathing to be installed, if applicable.

### Helpful Tips –

- The new 2007 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](http://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 and MasterCard are accepted for amounts up to \$2,000.
  - For forms, fees and additional information on your home improvement project please go to [www.anaheim.net/building](http://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. To request an inspection, call the inspection request line at (714) 765-4626. The automated system will prompt you to key in your Building Permit number and code number for the type of inspection you are requesting. Instructions on using the inspection request line can be found on the job card. Inspection requests made before 5:00 p.m. will be scheduled for the following work day.
- **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. (To request an inspection, please call the inspection request line. The code for this inspection will be 102-Roof Sheathing.)
- **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. (To request a roof final inspection on the inspection request line, enter code 199.)

**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.

**\* The inspection request line phone number is 714-765-4626. Inspection requests made before 5:00 p.m. will be scheduled for the following work day, in most cases.**