



Re-Roofing Requirements

City of Marina Building Division

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Visit us: www.cityofmarina.org

Roof Requirements (New and Re-Roofs)

Scope: Residential and Commercial

Applicable Codes: 2022 CBC, CRC, CALGreen, CEnC, and Marina Municipal Code

The information provided in this document is general and intended as a guide only. Each project is different and additional requirements may be enforced as applicable.

PURPOSE

Re-roof permits are required to ensure that the installation of roofing materials, such as plywood decking, nailing, vents, flashing, etc. on residential and commercial buildings are installed according to the provisions of *Chapter 15* and *23* of the *California Building Code*, or *Chapter 8* and *9* of the *California Residential Code* for residential buildings.

This handout outlines the information required to obtain a permit and serves as a guide to successfully complete the project.

PERMIT

- Roof overlays require a permit. Overlays are allowed over one (1) existing layer, and a pre-roof inspection is required prior to covering roof.
- Proposed skylights or structural changes will require a plan and potentially a separate permit.
- Removal and reinstallation of rooftop equipment such as Solar Photovoltaic, Solar Heating, or HVAC may require a separate permit and inspection prior to covering the roof.

Most re-roof permits are applied and issued electronically through the **Citizenserve Permit Portal** or over the counter at Marina's Building Division located at 209 Cypress Avenue between 8:30 am and 4:00 pm Monday through Friday.

A re-roof permit may not be over-the-counter if you are modifying the roof structure or adding skylights; additional information such as roof framing plan and structural calculations will need to be submitted, reviewed, and approved by the City's Building Division.

Re-Roofs performed by Contractor

If you are going to have a contractor perform the work, the contractor shall obtain the permit. The contractor will need to provide proof of a current C-39 Contractor's License, Workers' Compensation Insurance, and a current City of Marina business license.

Re-Roofs performed by Owner

If you obtain the permit yourself, you are the party responsible for ensuring the work meets all code requirements. You will be required to complete the Owner Builder Acknowledgment Form prior to issuance of the permit.

You will need the following information to fill out the permit application:

- Area of roof in number of squares (100 square feet equals approximately 1 square)
- Roof slope/pitch (Example: 4/12 or 18 degrees)
- Type of existing roofing material

- Proposed roofing material and underlayment type to be used
- Will the existing material be removed or does project consist of an overlay
- Plywood type and thickness
- Weight of roof assembly per sq. ft. including sheathing and roofing material(s)

GENERAL REQUIREMENTS

- The manufacturer's installation specifications may be requested at the time of inspection. This information is typically printed on the material packaging.
- Roof covering may be applied over one existing roof covering provided the roof structure is sufficient to sustain the weight of the additional roof. All blister buckles and other irregularities shall be cut and made smooth and secure. (CRC 908.3.1.1)
- 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 2022 California Energy Code sections 110.8 and 140.3.a.1.(A).
- Most roof coverings require a solidly sheathed roof deck 7/16" min. (Exposure 1). Where installing new sheathing or repairing existing damaged sheathing, no panel shall be less than 24" wide. All panels shall have edge blocking and have a 1/8" gap at edges (provide 1" clearance to type B vents). Fasten at 6" on center at panel edges and 12" on center in the field minimum. (CBC 2304)
- Provide roof flashing at all wall and roof intersections, parapet walls, 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' below the ridge or highest point of the space. Opening in vents shall be 1/16"-1/4" max to prevent birds or rodents from entering the building. (CBC 1202.2.1 and CRC R806)
- 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 Table 1507.1.1(2) and CRC Table R905.1.1(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 Building Division. This may require structural calculations and modification to the roof framing.
- For commercial buildings, or historical buildings, Marina's Planning Division may need to approve the reroof materials to make sure that they are consistent with the original design.
- Smoke alarms and Carbon Monoxide alarms are required to be updated when a permit is pulled for alterations/remodels with a valuation of \$1000 or more. They can be verified at final inspection or the owner can self-certify that they are installed by filling out our **Smoke alarm and Carbon Monoxide alarm affidavit** and having it present at final inspection.

INSPECTIONS

It is the responsibility of the person pulling the permit to provide access to work to be inspected.

For roof inspections, provide an extension ladder that is secured to the building and extends 30" or 3 rungs above the roof level. The ladder shall be rated for a minimum of 300 lbs. (OSHA)

Inspections can be scheduled online through the **Citizenserve Permit Portal** or via phone by calling **(831) 884-1241**. Inspections are typically available next day 8:00-12:00 (AM), and from 1:00-4:00 (PM).

The following are typical inspection sequences for different applications.

Overlay Applications:

1. Roof In-Progress Inspection: Ensures the roof is ready for overlay.
2. Final Inspection: Once new roof installation is complete and smoke/CO alarms are installed.

Tear Off Applications (no new sheathing):

1. Tear Off Inspection: Once old roofing material is torn off and the existing sheathing is still visible.
2. Final Inspection: Once the new roof is complete and smoke/CO alarms are installed.

Tear Off Applications (new sheathing):

1. Roof Sheathing Inspection: After the new sheathing has been installed and completely nailed/stapled off according to recognized standards (6" O.C. on panel edges & 12" O.C. intermediary typical) (1" clearance to type B vents). **Do not cover before inspection.**
2. Final Inspection: Once the new roof is complete and smoke/CO alarms are installed.