

### **Residential Re-Roofing Checklist**

Reroofing is a term used to describe the work involved in replacing all or part of the existing roofing system components. Each type of roofing system contains its own set of requirements and restrictions. Pre-inspection may be required.

#### **Submittal Requirements**

- Complete Building Permit Application
- Plot Plan to include the following - 2 copies
  1. Existing property lines, existing house
  2. North arrow
  3. Property address and lot number
- Roof Plan / Material Listing
  1. Roof plan with existing framing information and square footage narrative
  2. Existing Material and Weight
  3. Sheathing detail – typically ½” or larger plywood or OSB that is attached to the structural framing by a minimum 8d(penny) nails nailed 6” O.C. at the supported edges and 12” O.C. in the field.
  4. Flashing – metallic flashing material is installed before the underlayment in the valleys at inter-connecting roof sections and where the roof surface meets vertical surfaces.
  5. Underlayment – moisture barrier (felt)
  6. Proposed roofing material and weight – asphalt or fiberglass shingles, clay or concrete tile, other
  7. Fire Rating (class)
  8. Roof Slope
    - a. High Slope – over 5” vertical rise for each 12” horizontal run
    - b. Low Slope – 2” to 5” vertical rise for each 12” horizontal run
    - c. Flat – less than 2” to minimum ¼” vertical rise for each 12” horizontal run.  
Flat roofs still maintain the required minimum slope of 1/4” per foot of drainage.
- Owner/ Builder form signed (if applicable)