

# Residential Roofing Guide

The attached handout is designed to be a general residential (2015 IRC applicable) permit submittal, installation and inspection guide covering most residential roofs. It is not possible to anticipate all site variations and therefore additional inspection comments may apply beyond what is included herein.

The International Residential Code, as adopted by the City of Westminster, does not provide guidance or clarification as to what defines roof covering maintenance or repair versus replacement. In this absence, the City of Westminster has generated the following criteria as a means to distinguish between the two terms.

**MAINTENANCE and REPAIR:** When a building of any size is subjected to cumulative roof covering damage less than or equal to one square (one-hundred square feet) of roof covering material, correction of damaged areas is considered "maintenance or repair" and a building permit is not required.

**REPLACEMENT:** When a building of any size is subjected to cumulative roof covering damage exceeding one square (one-hundred square feet), correction of the damage is considered a replacement and the roof covering shall be replaced in its entirety. Where damage is limited to an individual plane or planes of a building's roof, the entire damaged plane or planes of the roof covering can be replaced individually without replacement of the roof covering on the entire building.

Interpretation of this policy shall be the authority of the Chief Building Official.

**Replacement of roof coverings requires a building permit and compliance with section R905 of the International residential Code, as adopted by the City of Westminster.**

**A completed building permit application – including total labor and material valuation along with complete property owner, contractor and contact information shall be completed online.**

## 1. Engineer's Letter Required:

- a. When replacing existing metal or asphalt roofing with new concrete/clay tile roofing. Provide a wet stamped and signed engineer's letter to the Building Department, verifying that the existing structure is sufficient to meet current adopted code requirements and design criteria.
- b. An engineer's letter shall be required when replacing existing roof tiles with new tiles that exceed the pounds per square foot of the tile system being replaced.

**2. Re-Covering Versus Replacement (City Amendment R908.3.1.1 #2)** The City of Westminster is located in a moderate hail exposure location. Therefore, all existing roof coverings (including underlayment) must first be removed prior to replacement.

3. All roof coverings and associated components must be installed according to the manufacturer's installation instructions. Therefore, the installation instructions included on the product wrapper must be provided at the time of inspection.

**4. Flashings** are required to be installed per code, as specified in Section **R903.2**, and would include protecting all areas / openings to prevent moisture from entering the structure, as in roof-to-wall joints, chimneys, roof openings, open areas at soffits and eaves, etc.

**Locations. R903.2.1** Flashings shall be installed at wall and roof intersections, wherever there is a change in roof slope or direction and around roof openings, and shall include drip edge at all eaves, rakes and soffit locations. A flashing shall be installed to divert the water away from where the eave of a sloped roof intersects a vertical sidewall. Where flashing is of metal, the metal shall be corrosion resistant with a thickness of not less than 0.019 inch (0.5 mm) (No. 26 galvanized sheet).

**Ice Barrier:** Per section (R905.1.2) ice barrier is not required.

**5. Sheathing requirements. R905.2.1** Asphalt shingles shall be fastened to solidly sheathed decks

**6. Wind resistance of asphalt shingles. R905.2.4.1** Asphalt shingles shall be tested in accordance with ASTM D 7158. Asphalt shingles shall meet the classification requirements of Table **R905.2.4.1** for the appropriate ultimate design wind speed. **For all areas of Westminster,** this means that shingles must meet **ASTM D 7158 classification H.** Asphalt shingle packaging shall bear a label to indicate compliance with ASTM D 7158 and the required classification in Table **R905.2.4.1.**

***Shingles must be attached and installed per the manufacturer requirements for high wind regions and required to hand seal valleys.***

Please reference the “**Design Criteria**” document on our website for more information.

7. Re-roofing over gapped decking may require additional sheathing.

8. **Mid-roof inspections:** are only required for batten type roofing applications (tile, coated metal, etc.) prior to concealment of battens. Mid-roof inspections shall be done when the roof is at approximately 25% complete. ***Mid-roof inspections are not required for asphalt shingles.***

9. Existing roof ventilation must be maintained for the concealed attic spaces.

10. Existing roof drainage systems (gutters & downspouts) must be maintained or replaced.

### **Inspection Requirements**

**For inspections to occur, duty rated ladders must be provided, set and secured** and permission must be provided prior to inspector entering a fenced yard if applicable. The roof must be ready for inspection and free of rain, frost or snow on scheduled day of inspection. (otherwise the inspection may be canceled)

**For Virtual Photo Inspections,** see “**Photo Roof Inspection**” document on our website.

Inspections requested before 6:00 AM are generally completed that day, and may be performed anywhere from 7:00 AM to 6:00 PM

The primary Building Division number is 303-658-2075 where you can speak directly with inspection staff from 7:00 to 7:30 AM, or the office / plan review staff from 8:00 to 4:30 on normal business days Monday through Thursday. City Hall is closed on Fridays.