# CITY OF LAKEWOOD
# PERMIT PROCESS ASSISTANCE HANDOUT

Permits – Civic Center North – 480 S Allison Pkwy – 303.987.7500

## Residential Roofing & Re-roofing

This handout only applies to dwellings and accessory buildings regulated in accordance with the 2009 International Residential Code (IRC) as adopted and amended by the City of Lakewood effective September 1, 2011.

A building permit is required for re-roof or for roof repair prior to tear-off and installation of the new roof. Repairs of less than 100 square feet of area do not require a permit.

Printable copies of Miscellaneous Permit applications and contractor registration applications are available on our website or you may pick up copies at the address above.

**Contractors and Homeowners as General Contractors:**

- Homeowners may obtain the building permit for a re-roof on owner-occupied single-family homes if they are performing the work themselves.
- Any person hired to perform work must have the required City of Lakewood contractor registration to do work within the city limits and they must obtain the required roof permit before beginning work.
- Removal and installation of roof sheathing and/or roof covering may be done by the homeowner under an "owner" permit, or by a registered contractor holding a 5H registration or higher.

**Submittal Requirements:**

- Provide a completed permit application. Indicate the roofing material, number of squares of roofing to be installed, number of layers on the existing roof or if you are removing the roof covering to the roof deck.
- The valuation must include the total labor and material for tear-off and installation of the new roof. The given valuation of material will be doubled for calculating fees if you are performing the installation as an owner and there is no labor cost.

**General Requirements:**

- All roof covering must be installed in accordance with provisions of the current adopted IRC, or the manufacturer's installation specifications, whichever is more restrictive. The installation specifications can normally be found on the roofing material package.
- The existing roof covering must be removed to deck.
- A roof cricket or saddle must be installed on the high side of any chimney or penetration such as a skylight that is more than 30" in width. Pre-existing skylights that are flashed in accordance with the manufacturer's design are not required to have a cricket or saddle added
- The downhill side of a roof jack cannot be buried under the shingles
- Headwall and sidewall flashing, roof jacks and storm collars must be replaced if missing, damaged or rusted
- Cracked or damaged B-Vents (flue vents) and terminations must be replaced by a registered mechanical contractor with a separate mechanical permit.
- **Inspections:**
- The roofing contractor or homeowner must provide a safe ladder secured to the roof for all roof inspections where the eave line is greater than 10' above the ground. Safe access must be provided to all roof areas. Call 303-987-7575 to leave a message if you need advance notice of the inspector's arrival at the inspection.
- A mid-roof inspection is required for tile or metal roof systems after felt, flashing, and battens are installed, but before they are covered with the final roof covering.
- A final roof inspection is required after the roof installation is completed.
- To schedule a roof inspection, call 303-987-7768 and request either inspection type 101 for a re-roof final inspection or 62 for a mid-roof inspection.
- Inspection status and result can be viewed on our website.

**Asphalt Shingles:**

- Asphalt shingles must be listed in accordance with ASTM D 225 or D 3462 and must be tested in accordance with ASTM D 7158 classification G or H.
- All roofing products must be installed per manufacturer's specifications for minimum slope and nailing including roof coverings on patio covers and additions.
- Asphalt shingles must be applied over solid sheathing. Damaged plywood or 1x sheathing must be repaired by an approved method to provide a solid roof surface to allow proper nailing of the new roof covering.
- Drip edge is required on all eaves and rakes. Ends of drip edge should overlap a minimum of 2" and extend a minimum of ¼" below the roof sheathing and extend a minimum of 2" onto the roof deck.
- A starter course is required to maintain the double coverage. The starter course must be adhered to the first row of shingles by use of manual sealer or a sealer strip.
- Install a double layer of roof felt for low slope roofs with less than a 4:12 slope. Ice and Water Shield or a similar self-adhering bitumen product may be used in lieu of the required two layers of felt. One layer of 30 pound felt is not an approved alternate to the required double layer of felt. Felt installation shall be done in accordance with the specifications in the IRC.
- A minimum slope of 2:12 is required for asphalt shingles or standard 90 pound rolled roofing. There is no exception to this code requirement unless it is first approved in writing by the Building Official based on submitted manufacture specifications for the installation of the specific product being used.
- Roof edge overhang must be no less than 3/8" and no more than 3/4".
- Seal all exposed fasteners.
- Nails shall be installed flush with the shingles, and nail heads must not be penetrating through or sticking up above the shingle surface.
- Do not nail in or above the factory applied adhesive strip.
- T-lock shingles are not approved for re-roof installation in Lakewood

**Tile roofs:**

- Mid-roof inspection is required after felt, flashing and batten strips are installed but before any tile is installed.
- Appropriate jacks and flashing must be used for the type of tile being used.
- Check manufacturer's specification for nailing patterns. Some tiles must be installed with 100% nailing of all tiles and glue applied to any ridge or rake tiles. Minimum nailing in any case is the first 3 tile courses but not less than 36" from either side of hips or ridges and the edges of eves and gable rakes.
- Tile installed over solid sheathing without battens must be 100% nailed.
- Cracked or broken tile are not acceptable and must be replaced.
- New tile with an installed weight of 7.5lbs per square foot or greater must have an engineer's review of the roof structure. The engineer's signed and stamped letter must be presented at the time of application for the reroof permit. This does not apply to replacing an existing tile roof if the City permit records indicate a previously approved tile roof was installed.

**Rolled Roofing:**

- Rolled roofing products come in many types and styles. Please read the manufacturer's specifications before purchasing any product to make sure it is appropriate for your intended use and available roof slope.
- Standard 90 pound rolled roofing must be installed on slopes of 2:12 or greater as indicated by the manufacturer's installation specifications.
- Designed half lap products may be used on slopes of 1:12 or greater.
- Edges and laps must be installed per manufacturer's installation specifications.
- Folds, creases, or wrinkles are not allowed in the installation of rolled roofing. All rolled roofing should be laid out flat in the sun before installation to allow the product to flatten before being installed.

We are happy you are building in Lakewood and we want to provide whatever information you require. Please call 303.987.7500 with any questions.