



Department of Growth Management

Roofing Definitions & Guidelines

Roofover – This is a free standing roof system that is not attached to the existing roof system/deck.

Reroofing – See Roof Recover or Roof Replacement.

Roof Recover – The process of installing an additional roof covering over a prepared existing roof covering without removing the existing cover.

Roof Replacement – The process of removing existing roof covering, repairing any damaged substrate and installing a new roof covering.

Roof Repair – Reconstruction or renewal of any part of an existing roof for the purpose of maintenance. Per FBC-EB 611.1.1 not more than 25 percent of the total roof area or roof section of any existing building or structure shall be repaired, replaced, or recovered in any 12 month period unless the entire roofing system or roof section conforms to requirements of the code.

Roof Covering - The covering applied to the roof deck for weather resistance, fire classification or appearance.

Built-up Roof Covering - Two or more layers of felt cemented together and surfaced with a cap sheet, mineral aggregate, smooth coating or similar surfacing material.

Modified Bitumen Roof Covering – One or more layers of polymer-modified asphalt sheets. The sheet materials shall be fully adhered or mechanically attached to the substrate held in place with an approved ballast layer.

Underlayment – One or more layers of felt, sheathing paper, non-bituminous saturated felt or other approved material over which steep slope covering is applied.

Press & Stick Underlayment – Self-adhesive underlayment that shall be installed per manufactures' installation details regarding overlap and number of layers required as determined by slope.

General Information

Seams must be sealed with a 4 inch wide self-adhering strip at all seams, **or** a full sheet of self adhering material (peel & stick) **or** #30 felt underlayment meeting the slope requirements for roofing installation.

Underlayment:

Roof slopes (R 905.2.7) 2/12 to 4/12 - require **two** layers of felt with a minimum 19-inch overlay for each layer. One inch (1") cap nails shall be a minimum of 12" on center in the field with six inch (6") on center at overlap.

Roof slopes (R 905.2.7) 4/12 and above - may use a single layer, lapped two inches (2"). One-inch (1") cap nails shall be six inches (6") on center at overlaps and 12 inches on center in two staggered rows in the field.

Press & Stick – self-adhesive underlayment shall be installed per manufactures' installation details for overlap and number of layers required as determined by slope.

Drip Edge (R 905.2.8.6) - shall be overlapped a minimum of three inches (3") and fastened four inches (4") on center. The drip edge may be installed under or over the underlayment. If the drip edge is installed over underlayment there shall be minimum four inch (4") roof cement covering or approved alternate material.

Flashing (R 905.2.8.1) - a minimum 4 x 4 "L" with a minimum four inch (4") sealed overlap shall be attached a minimum of six inches (6") on center.

Valleys (R 905.2.8.2) - open valleys may be a minimum 16" corrosion-resistant metal or two layers of rolled mineral material 18" bottom with 36" top layer. Closed valleys shall be one ply of 36" wide roofing materials

Crickets (R 905.2.8.3) - required at any location over 30" wide that impedes water flow.

Recovering Versus Replacement (FBC-EB 611.3)

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

- When the old roofing is water-soaked or deteriorated to the point that it is not suitable as a base for additional roofing;
- When blisters exist in any roofing, unless blisters are cut or scraped open and nailed down before applying additional roofing;
- When the existing roof surface is gravel or the like, the gravel shall be thoroughly removed or all loose gravel removed and approved base material installed before applying additional roofing;
- When existing roof is slate or the like;
- When sheathing or supports are deteriorated to the point that the roof structural system is not substantial enough to support recovering; or
- When the existing roof has two or more applications of any type roofing material. Conformance with this item shall make replacement mandatory.

Roof Replacement

Lake County will accept the **Reroofing Inspection Affidavit – Nailing, Sheathing, Dry-in & Flashing** form (BF61) only for residential reroofing permits with final roofing inspections required. A signed and notarized Reroofing Inspection Affidavit (BF61), photographs and all product approval installation details must be on site for the inspectors at the time of final inspections.

Residential Roof Recover

Asphalt shingles over one layer of existing asphalt in good condition:

The condition of the existing roof is between the owner and contractor; it is not determined by the Building Services Division. Only a roof final (161 or 131) and final all (999) inspections are required when the job is completed.

At the time of the required final inspections a notarized Reroofing Inspection Affidavit form (BF61), photographs and all product approval installation details must be on site for the inspectors. **Note: Mobile homes may not have shingles applied over existing shingles; the original shingles must be removed before the new roof is installed.**

Metal roof/panels over one layer on existing roof in good condition:

The condition of the existing roof is between the owner and contractor; it is not determined by the Building Services Division. Only a roof final (161 or 131) and final all (999) inspections are required when the job is completed. At the time of the required final inspections a notarized Reroofing Inspection Affidavit form (BF61), photographs and all product approval installation details must be on site for the inspectors. **Note: Mobile homes may only have a metal roof or single-ply materials applied over a single-existing asphalt shingle roof following manufactures' installation instructions AND we receive a sealed engineers report that the roof system will support the additional load.**

Tile, slate, metal shingles, wood shingles, single layer roll materials, spray materials and other products over one layer of existing asphalt shingles in good condition:

The condition of the existing roof is between the owner and contractor; it is not determined by the Building Services Division. Only a roof final (161 or 131) and final all (999) inspections are required when the job is completed. At the time of the required final inspections a notarized Reroofing Inspection Affidavit form (BF61), photographs and all product approval installation details must be on site for the inspectors.

Reroof Policy & Procedure

The Building Services Division will accept a form (Reroofing Inspection Affidavit – Nailing, Sheathing, Dry-in & Flashing, BF61) only for residential reroofing permits, as an alternative to the standard inspections procedures. All new construction will require the standard inspection procedures during construction.

Documents required for residential reroof permits – No plan review required

1. Permit application;
2. Property record card; and
3. Square footage of work area

Required residential reroofing inspections

1. Residential: Final residential roof inspection (Code 161) *and* Final All Inspection (Code 999).
2. Both codes must be called for the final inspection and the following documents shall be at the job site at the final inspection:
 - a. The Scope of Work and Inspection Affidavit form (BF61), completed and notarized;
 - b. Photographs of each plane of the roof with the permit number or address number clearly marked. The photographs must include a ruler or measuring device to confirm nail spacing on any sheathing replaced. Photographs are required showing the roofing underlayment so we

- may verify overlap and spacing. A photograph is also required showing the valley material and battens, if applicable; and
- c. All product approval information.

If any of the documents above are not completed and at the job site at the time of the final inspection, the Building Inspector will issue a notice of corrections for re-inspection that will result in a re-inspection fee.

New Construction only

Required Roofing Inspections for Residential and Commercial Projects:

- Sheathing/Nails Inspection (134) - all roofing construction (residential and commercial);
- Dry-in/Flashing Inspection (131) - required for all roofing projects (residential and commercial);
- Final Roof Inspection (161 residential); and/or
- Final Roof Inspection (133 commercial)

The final all inspection (999) will only be scheduled when all other inspection types have received a final inspection.