



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

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RE-ROOFING CHECKLIST

This is to be used as a general checklist; it is not inclusive of all code requirements and inspection criteria.

Per 2010 California Building Code (CBC) Chapter 1 and 15

INSPECTION'S REQUIREMENTS:

Two inspections are the minimum. Either tear-off and final inspection, or pre-roof and final are the minimum required inspections.

The **first inspection** is required to verify the existing solid sheathing and any needed repairs are present, or the nailing of the new solid sheathing, prior to the placement of any roofing material or underlayment. [CBC 1510.3 and 110.2 and 110.3.4]

The **second inspection** is required when the re-roof installation is complete. [CBC 110.3.10] A safe ladder secured to the building is required to be in place for both inspections. [CBC 110]

- Verify each package of roofing material bears the label of an approved agency for the inspection of material and finished products during manufacture. [CBC 1506]
- Verify material is installed per the manufacturer's instructions to achieve a fire retardancy rating of Class A, or B, per Uniform Building Code [CBC 1505.1]
- If the original roof deck consists of spaced sheathing, verify the existing roof covering was removed and ½" minimum CDX or OSB sheathing is installed using 8d common nails at 6"-6"-12 o.c. or equivalent. [CBC 2320.12.9]
- All previous layers of roofing shall be removed where any of the following conditions occur: [CBC1510.3]
 - The existing roof structure or roofing is water soaked or deteriorated so as not to be a sufficient base for additional roofing.
 - Where the existing roof covering is wood shake, slate, clay cement or asbestos-cement tile.
 - Where existing roof has two or more applications of any type of roofing.
- Verify missing, rusted or damaged flashing and counter flashing, vent, caps and metal edging is installed or replaced with new materials. [CBC 1510.5]

ASPHALT/FIBERGLASS COMPOSITION SHINGLES (CBC 1507.2)

- Verify Composition shingles are installed and fastened according to the manufacturer's instructions and Table15-B-1.
- Composition shingles shall be installed over solid sheathing and slope shall be minimum 2/12, special underlayment required for less than 4/12.
- Composition shingles may be installed over other types of existing roofing materials as permitted by Table A-15-A **PRE-INSPECTION REQUIRED**

TILE ROOFING (CBC 1507.3)

- Roofing tiles to be installed as per Table 15-d-1 as per manufactures installation instructions. One fastener per tile. All rake tiles to have two fasteners per tile.
- Deck slope must be 2.5/12 or greater for tile applications
- Extra underlayment requirements for 2.5/12 to 4/12 slopes (low slope roofs).

BUILT-UP ROOFING (CBC 1507.10)

- Verify built-up roofing is applied in accordance with the manufacturer's instructions and Tables 15-E through 15-G f.
- Verify built-up roofing is installed over solid sheathing or over a maximum of 1 existing layer of built-up roofing that was installed over a solid sheathing. Built-up roofing may be installed over other types of existing roofing materials as permitted by Table A-15-A Pre-inspection of existing roofing required prior to covering (with new roof).
- When existing built-up roofs remains, verify that the vent flashing, metal edging drain outlets, metal counter flashing and collars have been removed and cleaned. [CBC 1520]

GENERAL REQUIREMENTS (ALL ROOFS)

- Corrosion resistant nails are to penetrate sheathing or be long enough to penetrate 3/4" of an inch into sheathing whichever is less.
- Plywood or OSB grade stamp visible and as per plan.
- Roofing supplies to be on job site with manufactures specifications. [CBC 1506]
- Electrical service conductors over roofs: Flat roofs to 4 and 12 pitch require 8' clearance. Roofs with a slope of 4 and 12 pitch or greater require 3'clear.
- Zero lot line parapets require non-combustible faces for at least 18" measured from the top down. [CBC 705.11.1]
- Plywood panels with a dimension less than 24" or eight square feet require blocking and boundary nailing at all edges of the undersize sheet. [CBC 2315.5.3]
- Verify all metal allowed to remain is primed prior to re-roofing installation. [CBC 1520]
- Roofs that are equipped with roof drains that are not of sufficient size or do not have overflow drains shall be upgraded to current standards with addition of roof drains or addition of overflow scuppers. [CBC 1503.4]
- Structural sheathing with strength axis (which is the long direction of the panel unless otherwise marked) of the sheathing to be perpendicular to rafters. [CBC 2320.12.9]
- Backing required at long joints of plywood if it does not land on space sheath.
- Roof sheathing to be nailed with common nails. Head of nail to be flush with face of sheathing. Shiners are to be pushed back and re-nailed. [CBC 2320.12.9]
- Attic ventilation in place with 1/8" mesh over opening, not less than 1 Sq. foot of vent for every 150 square foot of attic. [CBC 1505.3] See CBC 1203.2 for additional information.
- Crickets or saddles at all roof penetrations greater than 30" (CBC1503.6)
- Crickets after roof sheath approval (may leave(cricket)un-nailed, similar for Dutch gables)
- Access to mechanical equipment located on the roof shall be maintained or install as required by the Mechanical code (permanent access required).
- All penetrations including vents, flues, solar and exhaust to be installed through sheathing before inspection.
- Residential reroofs require access to unit(s) to verify smoke alarms per CBC 907 and Carbon Monoxide detectors per CBC 420