
POLICY NUMBER: 26-022**PRE-ROOFING INSPECTION REQUIREMENTS****PURPOSE:**

The CA Building Standards Code, as adopted, establishes standards for the preparation and inspection of a roof surface prior to the installation of new roof covering. While it is always the best practice to verify the substrate before new roof covering is applied, there will be times when the pre-roofing inspection has not been performed (or approved). This policy is to further clarify building code requirements for pre-roofing inspection and sets a standard for inspecting the roof surface preparation so as to comply with the intent of the code described in the CA Administrative Code.

POLICY:

In accordance with the referenced code section, an inspection shall be performed prior to the installation of new roof covering for the purposes of determining the integrity of the roof structure and its suitability to accept the new roof covering.

In the event roof covering is installed prior to pre-roofing inspection approval, the installer may be permitted any one of the following options in order to gain final inspection approval:

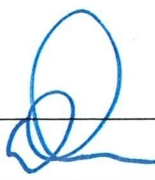
1. A minimal amount of new roof covering, adequate in size to expose the sheathing, nailing pattern and the extent of deterioration evident, may be removed at the most critical roof locations/ i.e. where water would likely pond or rot/ termite infestation may occur, so that the integrity of the roof sheathing/framing may be inspected. Should evidence exist of improper deck preparation, additional roof covering may be removed back to a point deemed suitable for covering.
2. The manufacturer of the new roof covering may validate, in writing to the property owner and the Building & Safety Division, their warranty of the product as installed over the substrate in question. The letter, provided on manufacturer's letterhead, must include the address or project location, recognition of the actual roof substrate as it exists, and state the product, as installed, will perform as originally warranted. Our copy of this letter will remain on file indefinitely with the permit in question.
3. The installer may hire an independent roofing consultant qualified by education and training to verify the integrity of the roof substrate in question. Such consultant may be any one of the following:
 - A California State licensed architect, a registered civil or structural engineer;
 - An individual certified by an independent agency such as the "Roof Consultant's Institute (RCI)." This individual shall possess certification at least equal to RCI's "Registered Roof Consultant (RRC)."; and,

- Any other individual deemed qualified to certify the installation as may be approved by the City Building Official.

The consultant must be qualified by experience and/or education to function as a professional roofing consultant, may not be an employee of the owner or contractor, and **must be approved by the City Chief Building Official prior to starting the job.** The consultant shall personally inspect the job and file a report with the Building & Safety Division. The consultant's report shall include the following:

- A statement of the qualifications, which enable him or her to act as a professional roofing consultant.
- A statement that the consultant is acting as an independent inspector and is not an employee of the owner or contractor.
- The date(s) of the inspection.
- A description of the inspection and what was observed.
- A statement that based on the inspection, it is the consultant's professional opinion that the existing roof assembly was suitable for reroofing and that no violations of the applicable provisions of the CRC and CBC were observed (with the exception of the failure to obtain a pre-inspection and approval prior to reroofing).

The roofing consultant shall personally inspect the roof and certify, in writing, the substrate preparation complies with all applicable provisions of the current CA Building Standards Code. Any evidence of improper preparation shall be repaired prior to a request for final inspection.

<u>Approved:</u> David Dent <i>Deputy Director/Chief Building Official</i>	Signature: 
	Date: 3/4/22