

	<p style="text-align: center;">CITY OF ONTARIO BUILDING DEPARTMENT 303 East B Street Ontario, CA 91764 Ph: (909)395-2023, Email: buildingcounter@ontarioca.gov</p>	<p style="text-align: center;">INFORMATION BULLETIN 130 Effective: 11 / 7 / 2024 Revised: -</p>
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REROOFING PERMIT REQUIREMENTS

Starting July 1, 2023, all permit applications for the Building Department will be required to be submitted digitally through [Citizen Portal Access](#).
For Digital Submittals Instructions see [Information Bulletin 109](#) on Building Department website under Applications/Forms.

GENERAL INFORMATION

1. A completed [building permit](#) is required for reroofing.
2. Homeowner, Roofing Contractor (C-39), or General Contractor (B) may apply for a reroofing permit. Provide a letter of authorization for agent of owner/licensed contractor to pull permit.
3. Reroofing permit can be issued at front counter except roof tile or other heavy roofing material stipulated below under the Plan Check Requirements section.
4. For the proposed reroofing material, provide ICC / UL report No. and cool roof product CRRC (Cool Roof Rating Council) No.
5. Planning Department approval is required when roofing material type is changed from the original roofing material type.



GENERAL REQUIREMENTS

1. All reroofing shall be in accordance with 2022 CBC chapter 15, 2022 CRC chapter 9, and applicable ICC / UL reports for proprietary systems.
2. Roofing materials must be installed per the manufacturer's installation instructions for high wind specifications.
3. Minimum Class C roof covering is required.
4. A building permit is required for all reroofing except for **repairs** totaling less than 100 square feet.
5. **Roof Recover**
(Roof Recover definition per 2022 CBC: The process of installing an additional roof covering over a prepared existing roof covering without removing the existing roof covering)
A roof recover shall **not** be permitted where any of the following conditions occur:
 - a) Where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
 - b) Where the existing roof covering is slate, clay, cement or asbestos-cement tile.
 - c) Where the existing roof has **two or more** applications of any type of roof covering.

The installation of a new roof covering over an existing roof covering shall be permitted where any of the following conditions occur:

- a) Where the new roof covering is installed in accordance with the roof covering manufacturer's approved instructions.

- b) Complete and separate roofing systems, such as standing-seam metal roof panel systems, that are designed to transmit the roof loads directly to the building's structural system and that do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.
- c) Metal panel, metal shingle and concrete and clay tile roof coverings shall be permitted to be installed over existing wood shake roofs when applied in accordance with 2022 CBC Section 1512.3 or 2022 CRC Section R908.4 (i.e., Where the application of a new roof covering over wood shingle or shake roofs creates a combustible concealed space, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber or other approved materials securely fastened in place).
- d) The application of a new protective roof coating over an existing protective roof coating, metal roof panel, built-up roof, spray polyurethane foam roofing system, metal roof shingles, mineral-surfaced roll roofing, modified bitumen roofing or thermoset and thermoplastic single-ply roofing shall be permitted without tear off of existing roof coverings.

6. Reinstallation of materials

Existing slate, clay or cement tile shall be permitted for reinstallation, except that damaged, cracked or broken slate or tile shall not be reinstalled. Existing vent flashing, metal edgings, drain outlets, collars and metal counterflashings shall not be reinstalled where rusted, damaged or deteriorated. Existing ballast that is damaged, cracked or broken shall not be reinstalled. Existing aggregate surfacing materials from built-up roofs shall not be reinstalled.

7. Flashings

Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions. Metal flashing to which bituminous materials are to be adhered shall be primed prior to installation.

8. Cool Roofs

Cool roof is required when using prescriptive requirement for reroofing. To be considered a cool roof the roofing products must be tested and labeled by the Cool Roof Rating Council (CRRC). See [handouts for cool roof requirements](#) on Building Department website under Energy Compliance Center.

PLAN CHECK REQUIREMENTS

Generally, submittal of a plan for review is **not** required for reroofing with asphalt shingles or built-up roofs when it is done in conformance with the criteria stipulated below under section Allowable Overlays.

For tile and other heavy reroofing materials:

- 1. Plans and calculations are not required for roofing materials weighing 6 lbs. per square foot or less.
- 2. For roofing materials weighing over 6 lbs but under 10 lbs per square foot and the roof is **conventionally framed**, provide a roof framing plan showing member sizes which will be reviewed by the Building Department for its structural adequacy,
- 3. For roofing materials weighing over 6 lbs but under 10 lbs per square foot and the roof is **non-conventionally framed**, i.e. **trusses**, a roof framing plan with structural calculation by a licensed civil/structural engineer or architect showing the structural adequacy of the roof framing shall be provided.
- 4. For roofing materials weighing over 10 lbs per square foot, a roof framing plan and structural calculation by a licensed civil/structural engineer or architect shall be submitted to substantiate that the building is adequately designed to resist both the vertical and lateral loads stipulated in the California Building Code. The calculation shall be corroborated with additional plans and details.

ALLOWABLE OVERLAYMENTS

An overlayment is a new roof system over the existing roof system.

The following are allowable overlayment:

- 1. **Asphalt Shingles:** not more than 1 overlay of asphalt shingles may be applied over existing asphalt shingle unless additional overlays are justified with an engineering analysis.
- 2. **Wood Shingles:** Not more than one (1) overlay of wood shingles may be applied over existing wood shingles.
- 3. **Wood Shakes:** Not more than one (1) overlay of wood shakes may be applied over an existing asphalt shingle or wood shingle roof. New roof covering may not be applied over an existing shake roof except as approved by the building official.

4. **Built-up Roofs:** A built-up roof may not be applied over an existing built-up roof unless evidence submitted to justify the following:
 - a) Roof framing can sustain additional loading.
 - b) No more than one existing roof covering.
 - c) Existing roof covering is attached to the deck.
 - d) Existing insulation is not water soaked.
5. **Tile:** Tile roof may be applied over existing roof covering when the installation is substantiated by an engineering analysis and approved by the Building Official.
6. **Metal Roofing:** Metal roofing may be applied over an existing roof covering when approved by the Building Official and in compliance with 2022 CBC Section 1512.2.1 items 1 & 2 or 2022 CRC Section R908.3.1 items 1 & 2.

INSPECTIONS

Inspection request call (909)395-2362 or schedule an [inspection online](#).

The following inspections are required for reroofing to verify its compliance with minimum construction standards:

1	Tear-off Inspection	All materials must be removed with the sheathing exposed and all rotted or deteriorated wood replaced.
2	Sheathing Inspection	If new sheathing is installed, the material and nailing need to be inspected.
3	Final Inspection	A final inspection is required when a job is completed.
4	Access	Inspector cannot enter yards with dogs present.
5	Ladder	An access ladder shall be made available for inspector's use. The ladder shall have a minimum duty rating of 250 lbs and shall be OSHA-approved.