



## Building and Safety Division Procedure

### Re-roofing Permit and Inspection Requirements

**PURPOSE:** To summarize re-roofing permit and inspection requirements

**BACKGROUND:**

All new roofs in Truckee (including additions) must have a Class A fire rating or be of approved noncombustible material. If over 50% of a roof is repaired or replaced in any 12 month period or an addition of over 50% is made to an existing building, the entire roof shall have a Class A fire rating. Roof assemblies achieve a Class A rating by fire testing in an approved testing laboratory such as Underwriter's Laboratory (UL). A "Certificate of Compliance Class A Roof Covering" shall be completed for each new roof covering other than composition shingles or sheet metal (attached).

The Town normally requires three inspections on re-roofing projects (1, 3 and 4 below). If the roof deck will be built up with new or additional insulation, a fourth inspection (2 below) is also required.

1. A TEAR OFF INSPECTION is made when all old roofing material has been removed and the roof decking is exposed. Any damaged or deteriorated decking should be replaced and be nailed for the inspection. The inspector will verify proper nailing of the roof decking. The inspector will also check to assure that there is adequate attic or enclosed rafter space ventilation. To assure that there is no moisture build up that might damage the roof structure, the inspector may require that ventilation is installed.
2. A SLEEPER ATTACHMENT INSPECTION is made when the sleeper system is installed before insulation is in place. If new decking is to be installed over the insulation and sleepers, it too will need inspection. If the sleeper/insulation system is part of a factory made system where the insulation and decking are bonded together, only one inspection is needed to verify the attachment of the system to the building. Sleeper systems, insulation build up, their attachments and ventilation must be designed by a California registered engineer or licensed architect to withstand the anticipated snow loading and sliding. Porous insulation must normally be provided with high and low ventilation. Closed cell foam insulation does not normally require ventilation.
3. AN ICE GUARD INSPECTION is made after the ice guard has been installed. Regardless of the type of roof covering material, an approved ice and water shield is required to be installed on roofs. It shall extend from the eave edge of the roof up the roof slope to a point measured from five feet inside the wall separating conditioned and unconditioned space and up 30 inches along each side of a valley. Sidewalls should receive ice guard to a height equal to the top of ice guard on the roof plane. The ice guard is in addition to any underlayment otherwise required.

4. A FINAL INSPECTION is the last inspection. A final inspection is scheduled when the roof is complete. All flashing, vents and chimneys should be complete. Chimneys, flues and appliance vents that are located more than three feet from the ridge shall be provided with an approved splitter. See Truckee Municipal Code 15.03.140 for specific snow splitter requirements. Building staff will provide [a carbon monoxide/smoke alarm affidavit](#) at permit issuance. The form needs to be completed by either the contractor or property owner and handed to the inspector at final in order to pass the inspection.

5. Provide a safe ladder for all inspections. An exception is a final inspection on a pitched roof that may be observed from the public way or from elsewhere on the property. Inspectors cannot go up on roofs but will climb ladders to verify correct material installation. Ladders must be OSHA approved or sturdily site built and should be in good condition, clean, and free of loose or broken rungs, cracks splits or bent edges. Site built ladders must have cleats supporting the rungs. Ladders should be founded on firm material, should extend three feet above the roof, should be set at 1:3 or 1:4 (horizontal to vertical), and should be tied off or secured at the top.

6. Inspections are requested online through our [Esuite](#) portal. If you need more information on requesting inspections, please see our Scheduling Inspections Handout.

#### **PROCEDURE:**

Owners and contractors who have completed fewer than six re-roofing projects in Truckee shall obtain the requisite inspections identified above and shall not cover any work, decking or ice guard, until a Town inspector has approved that portion of work.

Special consideration is being given to contractors who have performed over six re-roofing projects in Truckee. They may utilize an “in progress” inspection in lieu of the separate “tear off” and “ice guard” inspections. This inspection is to be scheduled after the roof is torn off, the decking has been repaired as needed, the attic or rafter space ventilation has been verified or provided and the roofing installation is in progress. In progress means that the new roof covering materials are being installed. Ideally, the inspection will be scheduled so that portions of the decking and ice guard are not yet covered. In addition, a final inspection as identified above shall also be scheduled and approved. The intent is to keep roofers working yet schedule the inspections so that the inspector can see solid roof decking, ice guard and the final installation.

Please note that it is the permit holder’s responsibility to call for and schedule inspections (including final). Morning or afternoon inspections can be scheduled to minimize time off of the roof and maximize what the inspector can see. Failure to obtain necessary inspections may result in opening certain portions of the roof to demonstrate compliance.