

## A Roofing Permit is Required

A permit is required for each roofing job in excess of one square (100 square feet). Permits must be obtained before work begins. Roofers must have an appropriate state license, a valid Daly City business license and a current certificate of workers' compensation insurance.

## Inspection Requirements

Generally, only one roof inspection is required on a single-family dwelling roof. This should be an in-progress inspection with the roofing materials being installed. The spark arrestor must be in place. Following this inspection, the inspector will sign off the job card. Make sure an inspection approval is obtained. Failure to obtain inspection approval may result in permit expiration necessitating permit renewal. Permit renewal fees would then need to be paid.

## Inspection Scheduling

To schedule an inspection, call (650) 991-8061 **before 3:30 p.m. the day before** you need the inspection. In special circumstances, due to weather conditions, inspections called in by 10 a.m. may be done the same day.

## Access Responsibility

It is the responsibility of the individual obtaining the permit to provide safe access.

## Ladders

For safe access, a ladder meeting OSHA requirements is required (see ladder handout for more information). Ladders must be:

- Safe and substantial
- Installed at a slope of 4:1 (4 vertical to 1 horizontal)

- Extended a minimum of three feet above the roof or floor being accessed
- Secured in place at the top
- Rated for 300 pounds

## Daly City Fire Resistive Requirements

All roofs shall have a minimum of Class B fire resistive assembly rating. Except some shingle roofs, a minimum of ½ inch decking is required. Existing 3/8-inch decking will require a minimum of 3/8-inch plywood or equivalent overlay.

Sheathing end joints will need to break on rafters and must be staggered on successive rows. Nailing of the overlay requires six-inch nail spacing on the edges and twelve inches in the field with 10d nails. A sheathing/nailing inspection is required.

**All plywood edges must be provided with 1/8-inch spacing between the adjoining panels.**

Bitumen roofs typically will not provide a Class B fire rating on slopes greater than 1:12. Unless manufacturer's documentation is provided with a testing laboratory listing, bitumen roofs are not allowed on slopes greater than 1:12. Tar and gravel built-up roofs are not allowed on slopes greater than 3:12.

Modified bitumen **shall not** be torch-applied directly to wood sheathing. Typically, modified bitumen manufacturers require a base sheet be applied over the wood sheathing prior to torch-applying modified bitumen. This may be accomplished by using base nails, mechanical fastening, spot mopping, or other means approved by the manufacturer. Please have the manufacturer's installation requirements on site. Metal flashings shall be primed prior to installation when bituminous materials are to be adhered to it.

## Spark Arrestors

At the time of reroofing, all existing operational solid fuel burning chimneys shall terminate in a spark arrestor having a mesh not exceeding ½ inch and less than 3/8 inch (DCMC 15.08.200, see the spark arrestor handout for more information).

## Cant Strips

California Building Code Table 15-E requires that suitable cant strips shall be used at all vertical intersections for built-up roofs. ***This also applies to bitumen roofs.***

## Shingle Roofs

Daly City is subject to strong wind gusts. For this reason, it **is strongly recommended** that shingle roofs be installed as required in high-wind areas. Normally, this requires using six nails per shingle or as per the manufacturer's installation instructions.

Generally, shingle roofs may be installed on roofs with slopes between 2 in 12 and 4 in 12 if a low slope procedure is followed. This requires half-lapping of the underlayment, or lapping layers at nineteen inches (19") horizontally. For specific requirements see the Uniform or CBC Table 15-B and the manufacturer's installation instructions.

## Reroofing, Overlays and Ponding

If two or more roof coverings exist *of any type*, they must all be removed before installation a new roof covering. Aggregate surfacing materials shall not be reinstalled. On built-up roofing systems, one overlay will be allowed; however, the contractor must verify adequate slope. To prevent ponding, a minimum of ¼ inch per foot slope is required for all roofs.

## **Kettle Fees and Safety Requirements**

An annual fee of \$101 will need to be paid before a roofing permit may be issued. The following items are required and will be checked:

- The heat source for the kettle must not be in operation when the kettle is in transport.
- Kettles shall not be used inside or on the roof of a building.
- Kettles shall be equipped with a tight-fitting cover.
- Kettles shall not be located within 20 feet of any combustible materials, combustible building surface or building opening. Propane tanks shall not protrude into the street.
- An attendant shall be within 100 feet of a kettle when the heat source is operating, with no ladder or similar obstacle forming a part of the route between the attendant and the kettle, except when an operating thermostat controls the kettle temperature.

## **Fire Extinguishers**

A minimum of a 2-A 10-BC fire extinguisher shall be located within 30 feet of each kettle that is in operation and another fire extinguisher shall be on the roof. NOTE: Portable fire extinguishers must be serviced annually. The service tag must be attached and be readable. New fire extinguishers must have their receipt tag attached.

For modified bitumen roofs, fire extinguishers must be present on a roof when an open flame is in use. The fire extinguisher must be minimum 2-A 10-BC located within 20 feet of the use. Failure to have a properly charged fire extinguisher on the job will result in work stoppage.

## **Skylight Requirements**

Skylights are not allowed within three feet of a property line. Lightwells and stairwells may not be covered with corrugated fiberglass or any other material.

## **Re-inspection Fee**

Failure to comply with inspection requirements may result in a \$118 reinspection fee. Reinspection fees must be paid before a reinspection will be done.

If you have any questions or comments, please contact an inspector at (650) 991-8061.

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# **ROOFING PERMIT AND INSPECTION REQUIREMENTS**



## **BUILDING DIVISION**

**CITY OF DALY CITY  
(650) 991-8061**