



## ROOFING GUIDELINES FOR RESIDENTIAL PROPERTIES

**Minor repairs and routine maintenance** to a roof do not require a permit. Specifically, no more than 25% of a roof can be repaired in any 12 month period without a permit. Any work in excess of this requires a permit.

### WHEN IS A TEAR-OFF REQUIRED?

New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

1. **...the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing covering is not adequate as a base for additional roofing.** The existing surface must be allowed to dry out completely so as not to trap moisture beneath the new layer of covering. Trapped moisture may cause a rapid deterioration of the new covering material, as well as the existing sheathing. If the existing covering cannot adequately dry out, or has been permanently damaged, it must be removed.
2. **...the existing roof covering is wood shake, clay, cement, or asbestos-cement tile.** These roofing materials do not make an adequate base for new roof coverings, and could prevent the formation of a weather-tight seal, allowing penetration of water, snow, etc. These existing coverings **must always be removed.**
3. **...the existing roof has two or more layers** of any type of covering. All layers need to be removed to provide a weather-resistant envelope and to safeguard the structural support of the roof.

#### **Important Notice**

- Tab-type shingles shall not be installed on roofs below a 2:12 pitch.
- ROLL ROOFING shall not be installed on any roofs below a 1:12 pitch.
- Fifteen pound felt paper is required on all roofs. Two layers of fifteen pound felt paper are required on all roofs below a 4:12 pitch.
- FLASHING must be to code.
- An ICE AND WATER SHIELD is required on all roofs when the old layer of roofing is completely stripped. (Not required for roofing on garages)

#### THE PERMIT PROCESS

- A roofing permit can generally be issued while you wait.
- An application must be filled out and your signature notarized.
- The appropriate fee must be paid.

- If a contractor is doing the job, the contractor must be licensed and register that license with the Building Department.
- If the homeowner is doing the job, you CANNOT hire an unlicensed contractor to do the work. However, you are allowed to have family and friends help you with the work.
- When a roof is completely removed, you must have an ice and water shield inspection before covering the roofing with shingles.
- After the work is complete, call the building department for a final inspection. Inspections are scheduled the following business day. To arrange for an inspection call the **Building Department at (248) 691-7450, Monday through Thursday. If you need an inspection on Friday you must call Thursday before 5 p.m. to schedule an inspection for Friday. (City offices are closed on Fridays, but inspections are still conducted.)**

