

# OAK PARK

14000 Oak Park Blvd., Oak Park, MI 48237 • (248) 691-7400 • [www.OakParkMI.gov](http://www.OakParkMI.gov)

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## Roofing Guidelines for Residential Properties

Minor repairs and routine maintenance in no more than a 10-foot by 10-foot area 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:

- ...the existing roof or roof covering is water-soaked or has deteriorated, and the existing covering is not adequate as a base for additional roofing. The existing surface must be completely dry so moisture is not trapped beneath the new layer of covering. Trapped moisture can cause a rapid deterioration of the new covering material, as well as the existing sheathing. If the existing covering cannot adequately dry, or has been permanently damaged, it must be removed.
- ...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.
- ...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.

### Roof recover

For a roof to be considered for recovering, a pre-inspection is required to see if the current layer of shingles is in good condition. Only a total of two layers of shingles are allowed. This type of work requires a permit.

### Important information

- 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 15-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 application must be completed and your signature notarized.
- The appropriate fee must be paid.
- If a contractor is doing the job, the contractor must be licensed and registered 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 with the work.
- When a roof is removed, you must have the ice and water shield and felt inspected before applying shingles.
- After the work is complete, call the Building Department for a final inspection. Inspections are scheduled for the following business day. To arrange for an inspection, call (248) 691-7450, Mondays through Thursdays. 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 Fridays, but inspections are still conducted.