

Residential Re-roofing Guide

This handout is designed to be a general residential permit submittal and inspection guide based on the 2021 International Residential Code as amended by the City of Westminster.

Re-roof permits are required for full roof replacement or for repairs/replacements when the total repair area on any roof, or combination of slopes, exceeds one hundred (100) square feet of surface area.

Permitting Application Requirements

1. Apply for a Residential Counter Type permit through our online [eTRAKiT](#) portal.
2. Provide a total valuation including labor and material.
3. If permission from an HOA is required, the written permission must be uploaded to the permit prior to final inspection.
4. Engineer's Letter Required:
 - a. When replacing existing metal or asphalt roofing with new concrete/clay tile roofing, please upload a copy of a digitally stamped engineer's letter to the Building Department's [eTRAKiT](#) permit system verifying that the existing structure is sufficient to meet current [adopted code](#) requirements and [design criteria](#).
 - b. An engineer's letter shall be required when replacing existing roof tiles with new tiles that exceed the pounds per square foot of the tile system being replaced.
5. If solar is existing, an additional permit is required for the removal and reinstallation of the [solar system](#).

Code Requirements

1. A roof recovering is permitted in accordance with IRC 908.3.1.1 and per manufacturer's instructions.
2. All roof coverings and associated components must be installed according to the manufacturer's installation instructions. Therefore, the installation instructions, normally included on the product packaging, **MUST** be provided at the time of inspection.

3. Flashings are required to be installed per code, as specified in Section R903.2, and would include protecting all areas/openings to prevent moisture from entering the structure, as in roof-to-walls, joints, chimneys, roof openings, open areas at soffits and eaves, etc.
 - a. R903.2 Flashing. Flashings shall be installed in a manner that prevents moisture from entering the wall and roof through joints in copings, through moisture permeable materials at intersections with parapet walls and other penetrations through the roof plane.
 - b. R903.2.1 Locations. Flashings shall be installed at wall and roof intersections, wherever there is a change in roof slope or direction and around roof openings. Drip edge shall be installed at all eaves and rakes of shingled roofs. A flashing shall be installed to divert the water away from where the eave of a sloped roof intersects a vertical sidewall. Where flashing is of metal, the metal shall be corrosion resistant with a thickness of not less than 0.019 inch (0.5 mm) (No. 26 galvanized sheet).
4. Asphalt shingle installation must comply with all applicable Sections of R905, including the wind resistance requirements of R905.2.4.1. This data should be shown on the product packaging, and provided at time of inspection.
 - a. R905.2.4 Asphalt shingles. Asphalt shingles shall comply with ASTM D 3462.
 - b. R905.2.4.1 Wind resistance of asphalt shingles. Asphalt shingles shall be tested in accordance with ASTM D 7158. Asphalt shingles shall meet the classification requirements of Table R905.2.4.1 for the appropriate ultimate design wind speed. Asphalt shingle packaging shall bear a label to indicate compliance with ASTM D 7158 and the required classification in Table R905.2.4.1
 - c. The City of Westminster is in a special wind region and will require high wind nailing as per manufacturer requirements for high wind for all asphalt shingle installations.
5. R905.2.1 Sheathing requirements. Asphalt shingles shall be fastened to solidly sheathed decks.
 - a. Lumber roof sheathing is acceptable provided the gaps comply with the manufacturer's installation instructions.

- b. Where new decking is required and/or provided A ROOF DECKING INSPECTION is required prior to installation of any roof coverings being installed, i.e. prior to a mid-roof inspection.
6. Existing roof ventilation must be maintained for the concealed attic spaces.
7. Existing roof drainage systems (gutters & downspouts) must be maintained and/or replaced if removed.

Inspection Requirements

1. The primary (preferred) method for roof inspections, including mid-roof, is now through photo virtual inspections.
2. For photo virtual inspections, documentation must be uploaded to your permit in a PDF format.
3. Final Roof Photo Requirements
 - a. Street view with visible address numbers
 - b. Overall roof views
 - c. Material labels showing ASTM classification
 - d. All flashings and penetrations
 - e. Measured curb heights and crickets
 - f. Sampling of rake edge, nail-head sealing and parapet capping.
4. Mid-Roof Photo Requirement
 - a. Street view with visible address numbers
 - b. Overall roof views
 - c. Class A documentation
 - d. In process photo of underlayment and fastening
 - e. Ultimate wind speed design documentation (Per Westminster's Design Criteria)
5. Once the photos have been uploaded, schedule your inspection
6. Additional documentation may be requested such as class A assembly, wind design or material specifications.
7. All photos and documentations provided must be clear and high resolution.

8. Once the pictures have been uploaded to the permit, you must schedule an inspection through the [eTRAKiT](#) portal.
9. City inspectors reserve the right to request an in-person inspection if photo documentation requirements are not met
10. For in-person roofing inspections to occur – a duty rated ladder(s) must be provided, set and secured in a visible spot for all roofs and permission granted prior to entering a fenced yard if applicable.
11. The roof must be complete and ready for inspection. Free of rain, frost, ice and snow on the scheduled day of inspection. If any of these requirements are not met the inspection will be cancelled or failed with a potential \$50.00 fee.
12. A mid-roof inspection is required for any batten type roofing application (tile, coated metal, etc.) prior to concealment of battens. **No mid-roof is required for asphalt shingle installation.**
13. All inspection results will be posted and can be viewed in the contractor's [eTRAKiT](#) portal.
14. Expired reroof permits will not be inspected.

The Building Division can be reached at 303-658-2075 Monday through Friday 8:00 AM to 5:00 PM. Cut off time for scheduling next business day inspections through [eTRAKiT](#) is 7:00 PM the night before.