



# CITY OF MONTE SERENO

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## RESIDENTIAL RE-ROOF

### BUILDING DIVISION REQUIREMENTS

A permit is required for all re-roof installations and repairs of more than 100 square feet. The building permit shall be obtained prior to tearing off any of the existing roof or any repairs.

Following is a listing of the general requirements for permit applications based on the 2022 California Building Code, 2022 California Residential Code, 2022 California Fire Code, 2022 California Energy Efficiency Standards) and the Monte Sereno Municipal Code. This brochure is intended to provide general information, contact the Building Department for any questions or additional information.

### General Information

- All new roofing material installed shall have a minimum of a Class A fire rating. Monte Sereno Municipal Code 9.01.020
- The manufacturer's installation specifications shall be provided at the job site for the building inspector. (CBC 107.2.1 and CRC R106.1.2)
- For torch-applied roofing systems, a minimum of one portable fire extinguisher shall be available on the roof and within 30 feet of the where the hot work is performed. (CFC 3504.2.6)

### Flashing (CBC 1503.2 and CRC R337.5.3, R903.2)

Provide roof flashing at all wall and roof intersections, gutters, and where there is a change in the roof slope or direction around roof openings. Flashing shall be a minimum 26-gauge corrosion-resistant galvanized metal. Where valley flashing is installed; the flashing shall be a minimum 26-gauge corrosion-resistant galvanized metal installed over no less than one layer of minimum 72-pound mineral-surfaced nonperforated cap sheet, at least 36-inches wide running the full length of the valley.

### Roof Gutters (CRC R337.5.4 and CBC 1502.4)

In areas designated as Wildland Urban Interface (WUI) zones, roof gutters shall be provided with the means to prevent the accumulation of leaves and debris in the gutter.

### Drip Edge (CBC 1507.2.8.3 and CRC R905.2.8.5)

Provide a drip edge at eaves and gables of asphalt shingle roofs. Adjacent pieces of the drip edge shall be overlapped a minimum of 2 inches. The drip edge shall extend ¼ inch below the roof sheathing and a minimum of 2 inches up the roof deck. The drip edge shall be mechanically fastened to the roof deck at a maximum of 12 inches with approved fasteners. The underlayment shall be installed over the drip edge along the eaves, and under the drip edge at gables (rake edges). Shingles can be flush with the drip edge if allowed by the manufacturer.

**Attic Ventilation (CBC 1202.2.1 and CRC R806.2)**

Provide cross ventilation at all attic and enclosed rafter spaces. The net free ventilation shall be a minimum ratio of 1:150 of the area or space ventilated (e.g. 1 square foot of ventilation for each 150 square feet of attic space). This can be reduced to 1:300 when 40% to 50% of the vents are located not more than 3 feet below the ridge or highest point and the remaining vents are eave or cornice vents.

**Underlayment Materials for Low Sloped Roofs (CBC 1507 and CRC R905.2.2)**

For roof slopes between 2:12 and 4:12, two layers of underlayment material shall be applied. A minimum of 19-inch-wide strip of underlayment felt shall be applied parallel with and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, 36-inch-wide sheets of underlayment shall be applied overlapping successive sheets 19 inches, fastened sufficiently to hold in place, end laps shall be 4 inches and shall be offset by 6 feet.

**Roofs Exceeding 7.5 lbs./Square Foot**

New roofs that exceed a total weight of 7.5 lbs/SF (including sheathing and roofing material) may require additional roof framing and support. Information about the existing roof framing will need to be provided to Building Department for specific direction on a particular project.

**Smoke and Carbon Monoxide Alarms (CBC 907.2.11.1, CRC 314 and 315)**

Smoke alarms shall be installed on the ceiling or wall (between 4” and 12” of the ceiling) in all sleeping rooms, each area/hallway adjacent to sleeping rooms, each story of the building, and in any basement. Smoke alarms shall be replaced 10 years after the date of manufacture listed on the alarm (if no date is listed the alarm shall be replaced). Newly installed smoke alarms shall have a 10-year battery.

Carbon monoxide (CO) alarms shall be installed on the ceiling or wall (above the door header) in each area/hallway adjacent to sleeping rooms, each occupiable story, and within a bedroom if the bedroom or attached bathroom contains a fuel-burning appliance. CO alarms are not required if there is no fuel-burning appliance or fireplace in the house and where the garage is detached from the house.

**PERMIT PROCESS**

**Building Permit Review**

- 1. Permit can be obtained on-line at <https://epermits.montesereno.org/> or at City Hall between 9am and 5pm Monday through Friday.

**Inspections**

- 2. All re-roofs require the following two inspections:

**Building Permit Application Requirements**

- A completed Building Permit Application

- An in-progress inspection to verify the roof sheathing, nailing, ventilation, flue clearance, and material installation. An extension ladder that extends a minimum of 3 feet beyond the roof eave and safely tied off shall be provided for use by the inspector. Following is the stage when this inspection should be scheduled:
  - Composition - All plywood nailed down, 1/2 felted with valleys felted and flashing over felt. Courses started. Drip edge at all rakes installed over felt.
  - Tar and Gravel/Foam - All areas cleaned of debris and new materials on site for inspection.
  - Tile - Furring members in place with approved fireblocking.
  - Shake – Fire rating of shakes identified, courses started, and felt and flashing in place.
  
- The final inspection is required after all work is complete. An extension ladder that extends a minimum of 3 feet beyond the roof eave shall be made available for the inspector. The following items will be checked at the final inspection:
  - Spark arrester is installed
  - Overflow drains are cleaned
  - Skylights are secured
  - Flues are to be extended and secured
  - Flues and vents are painted to match the color of the roof material. Paint shall provide UV protection.
  - Any roof equipment and/or piping is secured
  - Exposed nails are protected and caulked with silicon
  - All exposed wood, roof jacks, and metal flashing or edging are painted
  - A completed Smoke Alarm and Carbon Monoxide Alarm Certification Form

