



TECHNICAL BULLETIN
Community Development & Planning, Building Inspections
TOPIC: Permits & Inspections for Roofing Replacement
Effective November 1, 2011
Revised October 11, 2013

This Technical Bulletin will provide contractors and citizens with the requirements for permits and inspections for “Roofing Replacements” in the City of Arlington. Effective November 1, 2011 a building permit is required to replace or reroof any residential or commercial structure. (A permit is **not** required for the replacement of 10% or less of the roof area). The specific work type for either the “residential permit (1 & 2 family dwellings)” or the “commercial permit” is a “Remodel/Alteration/Repair” permit.

A contractor desiring to secure a permit to replace or reroof any residential or commercial structure must be registered with the City of Arlington. The building permit applications and the business registration applications are available at:

http://www.arlingtontx.gov/build/codesandordinances_permitapplications.html.

Permit fees for “Roofing Replacements” are based on the “construction valuation” of the job. You may calculate the permit fees at: <http://www.arlingtontx.gov/build/fees.html>.

Restricted hours of construction. Outdoor construction activities supervised by building permits are prohibited, if the construction activities are located within 300 feet of property used for residential purposes, during the following times:

- a. During the hours of 6 pm to 7 am Central Standard Time,
- b. During the hours of 8 pm to 7 am Central Daylight Savings Time

Plan Review and Permitting:

1. Submit application w/ worksheet; “*Plan review fee*” required for commercial projects at the time of application
2. Upon approval of plan review, contractor will be notified that permit is “Approved for Issue” and permit may be picked up and posted on the job site.

Fire Department Operational Permit:

The “application of roof coverings with the use of an open flame” will require an Operational Permit from the Fire Department. Permits may be obtained from Fire Prevention Offices located at 405 W. Main Street. For questions call (817) 459-5535. See the following link for fee information:

http://www.arlingtontx.gov/build/pdf/fee_schedules/FireDepartmentPermit_Fees.pdf

Inspections:

To get an inspection on the same day, the inspection must have been requested no later than 8:00 am. Requests for inspection received after 8:00 am are scheduled for the next working day. The 24/7 inspection request line is (817) 261-8817. When requesting inspections please provide the job address, the specific type of inspection requested, your name and phone number.

If you are a web registered user of ArlingtonPermits.com you may also request an inspection at:

<https://www.arlingtonpermits.com/eNtraprise/Arlington/index.jsp>

For Tile, Metal and Specialty Roofing a complete copy of the manufacturer's specifications and installation instructions must be on the site and available to the installers and the building inspector.

1. *Insulation inspection* - If insulation is installed above deck, insulation inspection is required at some stage of the insulation installation prior to concealing the insulation. The insulation and R-value of the insulation and/or the insulation packaging must be verified by the inspector.
2. *Final inspection* – The inspector will verify the following:
 - a. Verify that no more than 1 existing layer of asphalt or composition shingles have been covered over.
 - b. Visual inspection from the attic to verify that all plumbing vents and/or flue gas exhaust vents have not been covered and/or displaced.
 - c. Visual inspection for any possible puncture situations for CSST gas piping if existing on the job.
 - d. Visual inspection from the exterior to verify that vent flashing, metal edgings, drain outlets, collars and metal counter flashings have been replaced if necessary.

ATTACHMENT – Excerpts of Code Requirements applicable to Reroofing from
The International Residential Code (IRC),
International Building Code (IBC) and
The International Energy Conservation Code (IECC)

IECC - 101.4.3 Additions, alterations, renovations or repairs. ...alterations, renovations or repairs to an existing building, building system or portion thereof shall conform to the provisions of this code as they relate to new construction...

Exception:

...

4. Construction where the existing roof, wall or floor cavity is not exposed.

...

6. Reroofing for roofs where neither the sheathing nor the insulation is exposed. Roofs without insulation in the cavity and where the sheathing or insulation is exposed during reroofing shall be insulated either above or below the sheathing.

...

The exceptions are applied as follows:

- 1. For sloped roofs with attics where the insulation is blown on top of the ceiling joists; removing the shingles, underlayment and/or decking/sheathing does not trigger new insulation requirements.*
- 2. For flat or sloped roofs without attics and there is conditioned [heated and/or cooled] space directly below, exposing the sheathing or the insulation triggers new insulation requirements.*
- 3. For flat or sloped roof/ceiling assemblies with conditioned space [heated and/or cooled] directly below, exposing or opening the cavity triggers new insulation requirements.*

IRC-R902.1 Roofing covering materials. Roofs shall be covered with materials as set forth in Sections R904 and R905. Class A, B or C roofing shall be installed in areas designated by law as requiring their use or when the edge of the roof is less than 3 feet (914 mm) from a property line. Classes A, B and C roofing required by this section to be listed shall be tested in accordance with UL 790 or ASTM E 108.

Exceptions:

1. Class A roof assemblies include those with coverings of brick, masonry and exposed concrete roof deck.
2. Class A roof assemblies also include ferrous or copper shingles or sheets, metal sheets and shingles, clay or concrete roof tile, or slate installed on noncombustible decks.

IBC-1505.1 General. Roof assemblies shall be divided into the classes defined below. Class A, B and C roof assemblies and roof coverings required to be listed by this section shall be tested in accordance with ASTM E 108 or UL 790. In addition, fire-retardant-treated wood roof coverings shall be tested in accordance with ASTM D2898. The minimum roof coverings installed on buildings shall comply with Table 1505.1 based on the type of construction of the building.

IRC-R902.2/IBC-1505.6 Fire-retardant-treated shingles and shakes. Fire-retardant-treated wood shakes and shingles shall be treated by impregnation with chemicals by the full-cell vacuum-pressure process, in accordance with AWWA C1. Each bundle shall be marked to identify the manufactured unit and the manufacturer, and shall also be labeled to identify the classification of the material in accordance with the testing required in Section R902.1, the treating company and the quality control agency.

IRC-R907.2/IBC-1510.2 Structural and construction loads. Structural roof components shall be capable of supporting the roof-covering system and the material and equipment loads that will be encountered during installation of the system.

IRC-R907.3/IBC-1510.3 Recovering versus replacement. New roof coverings shall not be installed without first removing all existing layers of roof coverings where any of the following conditions exist:

1. Where the existing roof or roof covering is water-soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

Exceptions:

1. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and that do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.
2. Installation of metal panel, metal shingle and concrete and clay tile roof coverings over existing wood shake roofs shall be permitted when the application is in accordance with Section R907.4.
3. The application of new protective coating over existing spray polyurethane foam roofing systems shall be permitted without tear-off of existing roof coverings.

IRC-R907.4/IBC-1510.4 Roof recovering. Where the application of a new roof covering over wood shingle or shake roofs creates a combustible concealed space, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber or other approved materials securely fastened in place.

IRC-R907.5/IBC-1510.5 Reinstallation of materials. Existing slate, clay or cement tile shall be permitted for reinstallation, except that damaged, cracked or broken slate or tile shall not be reinstalled. Existing vent flashing, metal edgings, drain outlets, collars and metal counter flashings shall not be reinstalled where rusted, damaged or deteriorated. Aggregate surfacing materials shall not be reinstalled.

IRC-R907.6/IBC-1510.6 Flashings. Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions. Metal flashing to which bituminous materials are to be adhered shall be primed prior to installation.