



RESIDENTIAL ASPHALT SHINGLE ROOF APPLICATION CHECKLIST

***** WORK MAY NOT BEGIN UNTIL PERMIT IS ISSUED *****

- ☐ Completed and signed Building Permit application with estimated cost of construction.
- ☐ Application Fee - To be determined
(Please see Permit Fee Schedule on back of Building Permit Application)

When Permit is Ready	<ul style="list-style-type: none">Once the Building Permit application has been processed and the Building Permit has been issued, the <i>Permit Applicant</i> will be notified that the Building Permit has been approved and is ready for payment.Permits will not be issued until fees are collected.Permit fees may be paid by check or cash.Permits that have no activity within 6 months of the issuance date may be canceled.
Inspections	<p>Building Permits for Roofing require <i>Decking, Underlayment and Final Inspections</i>.</p> <ul style="list-style-type: none">Decking*: If any decking is replaced, you must call for a Decking Inspection.Underlayment: Ice and Water Shield must be installed from the eave to at least 24" inside the exterior wall line of the building. Call us after underlayment is installed and before any shingles are installed.Final: Once the roofing project has reached completion, please contact our office to schedule a Final Inspection. <p>* You CANNOT deck over existing decking. Only 1 layer of decking is acceptable.</p> <p>Please contact the Community Development Department 48 hours in advance to schedule the inspection.</p>

Roof Assemblies

R905.1.2 Ice barriers. In areas where there has been a history of ice forming along the eaves causing a backup of water as designated in Table R301.2(1), an ice barrier shall be installed for asphalt shingles, metal roof shingles, mineral-surfaced roll roofing, slate and slate-type shingles, wood shingles and wood shakes. The ice barrier shall consist of not fewer than two layers of underlayment cemented together, or a self-adhering polymer-modified bitumen sheet shall be used in place of normal underlayment and extend from the lowest edges of all roof surfaces to a point not less than 24 inches (610 mm) inside the exterior wall line of the building. On roofs with slope equal to or greater than 8 units vertical in 12 units horizontal, the ice barrier shall also be applied not less than 36 inches (914 mm) measured along the roof slope from the eave edge of the building.

Exception: Detached accessory structures not containing conditioned floor area.

❖ Where ice dams may be formed along the eave because snow continually freezes and thaws or frozen slush backs up in gutters, the underlayment application must be modified to prevent ice dams from forcing water under the roof covering, which could damage ceilings, walls and insulation [see Commentary Figure R905.1.2(1)]. Two layers of underlayment should be cemented together with asphalt cement from the lowest edge of the roof up the roof to a point that is at least 24 inches (610 mm) inside the interior wall line of the building, as shown in Commentary Figure R905.1.2(2). The environment within the envelope of the building provides adequate warmth to prevent ice dams from forming above the heated space; therefore, the two layers of cemented underlayment are permitted to terminate 24 inches (610 mm) inside the interior wall line of the building. The local jurisdiction is responsible for determining whether the ice barrier is required based on weather records, and it must so indicate in Table R301.2(1). Section R905.1.2 applies only to roof coverings of asphalt shingles, metal roof shingles, mineral-surfaced roll roofing, slate shingles, wood shingles and wood shakes.

An exception to this section exempts unheated accessory buildings from such restrictions because they are unheated structures where the need for protection against ice dams is unnecessary.

R905.2 Asphalt shingles. The installation of asphalt shingles shall comply with the provisions of this section.

❖ This section regulates asphalt shingles composed of organic felt or glass felt and coated with mineral granules. Provisions address requirements for sheathing, roof slope, underlayment, fasteners and attachment.

R905.2.1 Sheathing requirements. Asphalt shingles shall be fastened to solidly sheathed decks.

❖ The code requires a solid roof surface for the installation of asphalt shingles. Section R803 regulates solid sheathing.

