



Frequently Asked Questions Relating to Re-Roofing

Do I need a permit?

A permit is required for roof repairs of 1 square (100 sq. ft) or more.

See the City guideline handout "Guidelines for a Re-Roofing Permit" for additional information.

A Minimum ***Class "B" roof assembly*** is required in the City.

Note: A Class "B" roof assembly is made up of the shingles, felt paper, underlayment, sub-straight, nailing patterns, etc. Not just the shingle.

Owner Builder vs Contractor Purchased Permit

Unless a homeowner is doing all the work him/herself the Building Division recommends that homeowners ***NOT*** agree to a Owner / Builder Permit. If you pull a permit for your contractor you as the home owner may become the contractor of record and are liable for any injury, workman's compensation claims, non payments for materials or labor, workmanship quality, roof leaks, etc. If you have a contractor pull the permit they are responsible for these issues.

Contractors are also required to have a city business license for any work they do in the city limits.

What Inspections do I need?

Tear Off Inspection - No, 100% Plywood Nailing - Yes, Metal Tile Roofs - Support Framing - Yes
Foam Roof - Pre-Foam - Yes, Final Inspection - Yes

How do I call for inspection?

You can call from 2 days in advance all the way up to the same morning of the day you want inspection. (12:00 Noon Cutoff) All inspections are performed from 1:00 to 4:30 pm only. So plan your time accordingly. Call 650-259-2330 any time, if no answer leave message on answering machine, include job address, type of inspection, permit number, day inspection is required, call back number - ***Note: we will not call back to confirm inspection.***

What do I need for inspection?

You will need a ladder of sufficient length so that the ladder can be extended 3' above the roof edge. This ladder must be secured to prevent slipping down. Ladder must be able to support a 300 # weight.

The approved building permit for building division approval signature.

What will the Inspector look for?

Roof Specifications / ICC Evaluation Reports - should be available at the job site in case there is a question(s) on the installation of the roof being installed. If there is no specifications / evaluation report on the job site it may delay approval of the requested inspection.

Plywood or OSB Board installation, nailing and support - we look for all the plywood to be installed and nailed on the joists. Staples (minimum 1" crown) or nails may be used.

Plywood and Oriented Strand Board (OSB) shall be installed with a 1/8" gap both vertically and horizontally between each sheet. This allows for expansion of the plywood or OSB.

Vertical joists shall break over rafters. Horizontal joints shall break over solid skip sheathing or shall be clipped with plywood clips. Minimum 1 clip per rafter bay.

HIGH WIND Installations - High Wind installations are required on all roof's on hillside locations.

Flashing Nailing - The bottoms of ALL flashing's shall be nailed and the heads sealed with caulking or roof patch.

Flashing's - All flashing's shall be installed including counter flashing. Counter flashing shall be installed under the exterior material. If installing on the surface, a kerf shall be cut into the material and a bent edge shall be installed on the counter flashing and inserted into a bead of caulking applied to the kerf cut. The flashing shall be nailed on and the heads sealed. A bead of caulking may be applied to the top of the counter flashing.

Pipe flashing's (Roof Jacks) shall be either lead or sheet metal of the appropriate size for the pipe it is being installed around. Seal top of flashing approved metal sealing tape or rubber jacks.

Attic Venting - Vents should be of sufficient size to provide the required air flow of the roof area.

Eave, eyebrow, gable vents shall be so configured to provide the maximum air flow.

Flashing material - shall be galvanized sheet metal either manufactured or custom made of galvanized or aluminum material.

Flashing Color - Flashing's shall be colored to match the new roof color. Paint or other methods of color matching are acceptable.

Spark Arrester - Spark Arrester's are required to prevent the spread of burning embers associated with fireplaces. Spark arresters shall be designed so that no opening in the spark arrested is larger than 1/4" square.

Final - We are looking for the ***ENTIRE*** roof to be completed. We will look at the material installation, flashing's and flashing nailing, Crickets, Spark Arrester, etc.

Covering up work without approval.

While the Building Division understands the need to keep moving with the roof installation. The Building Division must also make sure that work is being done per the code. The only way to do this is to make inspections of the work BEFORE it is covered up.

IF work is covered without Building Division approval, will be asked to remove whatever has been installed, this could include the felt paper and shingles if installed. If work is required to be removed it will be at your expense, the City of Millbrae will not pay any expenses for showing code compliance.

Final Inspection

The project is not complete until the Building Division has inspected and approved the completed roof. The homeowners / purchaser should be provided with the original permit showing the approval signatures / initials ***PRIOR*** to submitting the final payment request.

Any items found to be requiring corrections shall be completed and a reinspection requested in order to obtain final approval.