

# GUIDELINES FOR A REROOF PERMIT

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## When do I need a permit ?

A permit is required when more than 1 square (100 sq ft.) is removed and replaced.

All replacements and overlays require a permit.

## How much does it cost ?

Permit fees are based on the value of labor and materials. You can use 2% of the full valuations as an indicator of what the fees will be, the exact fee will be determined when the permit is issued.

To determine the valuation we need to have the contract or we need to know the number of square of roofing and if plywood is being proposed. The building division will then establish the valuation of the job.

What if the owner is going to do the job to save money. The building Division must work on a level field to maintain this level field we will based the roof permit on the cost of labor and material just as if a contractor was doing the job.

## Does the city have a minimum roof class rating?

The City of Millbrae requires all replacement

and new roofs to meet a **class B** rating.

## How many layers of roofing can I have?

You can have as many as two layers of roofing with approval of the Building Official. Most contractors do not bid overlays any more due to past problems. It is recommended that when reroofing take the old roof(s) off and start from the base sheeting.

## Can I change roof covering types?

You can change roof types usually with no problem especially if you go from heavy material to lighter material roofing. **However** if you go from lighter to heavier material roofing then an structural or civil engineer is required to submit a report on the structural strength of the existing roof to support the new material desired.

## What inspections are required?

1. Plywood nailing
2. Final inspection

Make sure you follow the manufacturers installation instructions. failure to do so could result in the roof being required to be removed and reinstalled per these instructions.

## Does the slope of the roof determine what roofing material can be used?

Yes very much so, on flat roofs ( less than 2 in 12 slope) only tar & gravel, torch down membrane systems and foam roofing can be

used

On slopes of 2 in 12 to 3 ½ in 12 most roofing systems can be used but they must be installed over a membrane.

On slopes of 3 ½ in 12 and greater any type of roofing can be used.

The building official does have the right to reject roofing types that show a pattern of failure.

## How do I determine what the slope of my roof ?

You will need a few items to determine this, you will need a 3' level, a tape measure, and a ladder to get onto the roof.

Take the level and place one end on the sloped roof, next hold the level projecting out away from the roof but with one end resting on the roof slope, this will give you a gap on the other end of the level, make sure the bubble is in the center of the marks, next take the measuring tape and measure the end that is floating in space from the bottom of the level to the roof below, once you have determined this measurement then you need to divide this number by 3 ( because we used a 3' level).

So if you had 12 inches from the bottom of the level to the roof you would take the 12 inches and divide by 3 and this would equal 4 inches. The slope of you roof would be 4 inches in 12 inches.

## Typical roof slopes



1/4" in 12" slope



1" in 12" slope



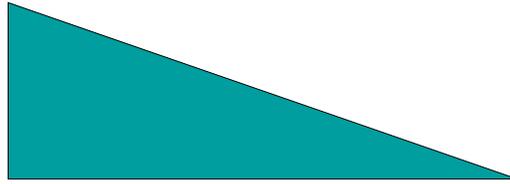
2" in 12" slope



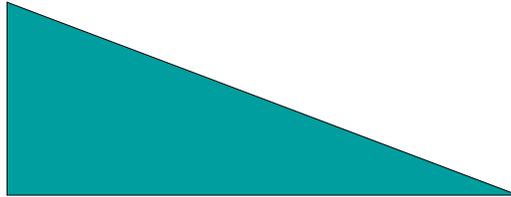
3" in 12" slope



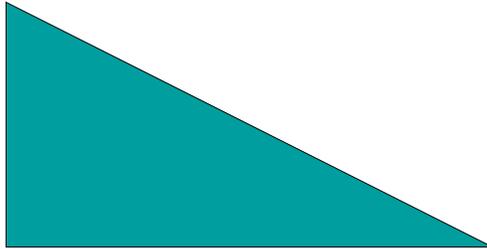
4" in 12" slope



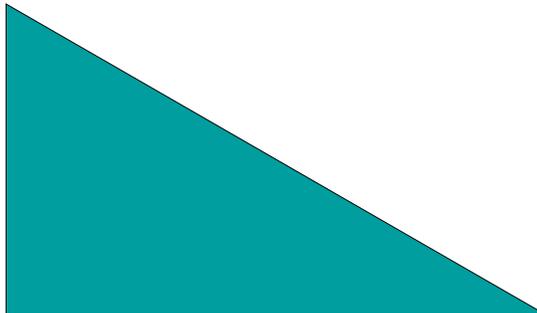
6" in 12" slope



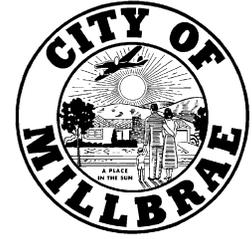
8" in 12" slope



10" in 12" slope



12" in 12" slope



## Guidelines for a Reroofing Permit

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Department

Building Division

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