



# RE-ROOF WORKSHEET

**City of Lathrop  
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330  
Email: PermitOffice@ci.lathrop.ca.us  
Phone #: (209) 941-7270

**COMPLETE THIS WORKSHEET AND SUBMIT WITH PERMIT APPLICATION SUBMITTAL FOR RESIDENTIAL RE-ROOF PROJECTS**

**Project Address:** \_\_\_\_\_ **Permit Number:** \_\_\_\_\_

**Building Use:**  Apartment/Condominium  Commercial/Industrial  Single/Multi Family Dwelling

**Number of Squares (1 sq. = 100 sqft.):** \_\_\_\_\_ **Number of Stories:** \_\_\_\_\_

**Access Instructions:**  Street  Gated  Other: \_\_\_\_\_

**Existing Roofing:** Built-Up Composition Wood Shingle/Shake Tile Other: \_\_\_\_\_

**Proposed Roofing:** Built-Up Composition Wood Shingle/Shake Tile Other: \_\_\_\_\_

**Type of Preparation:**  Tear-Off Overlay **Number of Existing Roofs (Max 2 Layers):** \_\_\_\_\_

**Roof Pitch:** Pitch  $\geq$  4:12 Pitch 2:12  $\leq$  4:12 (requires 2 layers of 15# felt) **Weight per Square:** \_\_\_\_\_

**Roofing Material Fire Rating:** Class A Class B Class C **Structural Calculations:** Attached N/A

**Additional Documentation:** Testing Report (ICC,IAPMO) Manufacturer's Specifications/Installation Instructions

**Additional Work Needed:** \_\_\_\_\_

**Cost of Total Material** (to be added to Construction Valuation on Permit Application): \_\_\_\_\_

**Existing Solar Mount:**  Yes  No If marked "Yes", an Alteration Permit may be required to remove and reattach Solar

**Important Notes:**

1. A "Roof Nail" or "Roof Pre-Deck" inspection is required for **all** commercial and residential re-roof projects.
2. Replacement of "Skip Sheeting", "Roof Sheeting" or any framing members (not including Barge Rafters) requires a "Roof Pre-Deck" prior to proceeding with project.
3. An "**In-Progress**" inspection is required for **all** commercial re-roof projects. During the pre-deck inspection, please coordinate with the Building Inspector "In-Progress" inspection phased plan. If the contractor proceeds beyond a point where the inspector is not able to verify roofing specification requirements and the permit holder/contractor did not call for an "In-Progress" inspection, contractor may be required to remove new material to verify that all required specifications have been met to the satisfaction of the Building Inspector.
4. During "**In-Progress**" inspections, all valleys will be exposed to verify manufacturer's underlayment requirements.
5. Location of all bents shall be cut in prior to "In-Progress" inspection.
6. **Type of Fasteners** required will be in accordance with the manufacturer's specifications, the current California Residential Code (CRC) and the current California Building Code (CBC). The Building Official may approve alternatives as an Alternate Method and Material Request.
7. **Overhead Service Entrances – Article 230.28d Service Entrance Method of Attachment.** No new or replacement overhead service drop shall be attached to the structure. The service mast shall be used as the support and shall be of 1 1/2" I.D. rigid metal or intermediate metal conduit. If service entrance is not being modified, removed, or replaced, no modification to existing condition will be required in accordance with the **California Electrical Code (CEC) Article 230**.
8. When changing to a **heavier roofing material** (Ex: Installing tile instead of composition material), applicant shall provide stamped / signed structural engineering calculations and details, or a stamped / signed letter of approval of the existing roof structure from a structural engineer **prior** to permit issuance.
9. For any new roofing application where weight of new material exceeds 4 lbs., per square foot, stamped / signed structural engineering calculations and details or a stamped / signed letter of approval of the existing roof structure from a structural engineer will be required. Overlays with existing plywood will require engineering when weight exceeds 6 lbs. per square foot.
10. **New Overlays** (not removing existing roofing material) may be required to provide stamped / signed structural engineering calculations and details at the discretion of the Building Official.
11. **No composition roofing material allowed on roofs with a pitch less than 2:12**
12. **Energy Code Requirement – Refer to the Residential Re-Roof Permit Requirements**

**ACKNOWLEDGEMENT**

I hereby certify under penalty of perjury that I have read this worksheet and state that the above information is correct and that I am the owner or the duly authorized agent of the owner. I agree to comply with all City and State laws pertaining to building construction.

**Select One:**  Owner  Contractor  
 Agent for Owner  Agent for Contractor

Applicant Signature

Date