



RE-ROOF PERMIT REQUIREMENTS

Re-roofing project requires a permit for any re-roofing work over one square, 100 square feet (SQFT). Re-roof permits are required to ensure that the installation of roofing materials, including plywood decking, nailing, flashing, etc. are properly installed for residential and commercial buildings roof assemblies and rooftop structures according to Chapter 15 of the 2025 California Building Code (CBC), Chapter 9 of the 2025 California Residential Code (CRC), Subchapter 9 of the 2025 California Energy Code (CEnC). This information bulletin outlines minimum requirements to successfully complete the re-roofing projects.

MINIMUM REQUIREMENTS

1. Re-roofing Form – a hardcopy of this form is required on the job site for an inspection which includes following:
 - **I. CF1R-ALT-05-E REROOF (SHORT FORM)**
 - **II. ADDITIONAL REQUIREMENTS FOR RE-ROOF WITH SOLAR PV**
 - **III. RE-ROOF IN-PROGRESS RE-INSPECTION FORM**
2. Manufacture Literature - hardcopy of manufacturer's specifications and installation instructions required at the job site for inspection;
3. Inspections - two inspections required, in-progress and final. Schedule for an in-progress when the roof is covered between 25-75%. Failure to obtain the required re-roof in-progress inspection will be subjected to a re-inspection and associated fees per the **III. RE-ROOF IN-PROGRESS RE-INSPECTION FORM**.

SEPARATE BUILDING PERMIT REQUIREMENTS - a separate building permit is required if one or more conditions apply:

1. Solar System – a separate building permit required for a new solar system. For existing solar system removal and re-installation, see **PAGE 5 II. ADDITIONAL REQUIREMENTS FOR RE-ROOF WITH SOLAR PV**.
2. Structural Alteration - alteration(s) of structural framing members, roof sheathing/decking (plywood or oriented-strand board), support elements, lateral-resisting elements, or foundation system. Structural plans and calculations signed and stamped by a registered engineer required for review and approval of structural alteration.
3. Beyond Re-roofing - if the project involves more than re-roofing, appropriate permit will be required per 2025 CRC, CBC, CMC, CEC, AND CEnC.

GENERAL REQUIREMENTS

#	Items	Description
1	Recovering / 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. When the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile; and 3. Where the existing roof has two or more applications of any type of roof covering.
2	Roof Slope	Composition roofs require a minimum slope of 2 vertical units in 12 horizontal units (2V:12H). Wood shake roofs require a minimum slope 3V:12H.



3	Sheathing	Solid sheathing is required for all roof covering materials except for wood shingle and shake. Plywood and OSB board exposed to weather (underside of eaves) must have exterior grade glue (Exposure 1). If roof sheathing over an attic space with a continuous radiant barrier is being replaced, a continuous radiant barrier must be re-installed.
4	Fire Rating	A Class C minimum rating is required by California state law, whether new or reroof. Wood shake and shingles must be fire resistant type.
5	Underlayment	- Underlayment is to be installed per the manufacturer's instructions. - For roof slope between 2V:12H up to 4V:12H, two layers of underlayment shall be required.
6	Fasteners	Nails or staples must extend through or $\frac{3}{4}$ " into sheathing, except where such penetrations would be visible at eaves or porch overhangs. Spacing and location of fasteners are to be per manufacture's installation instructions. Nail heads must be flush with shingles; heads are not to be driven into shingles.
7	Lightweight Tile	Most tile re-roof applications require every tile to be nailed; check the Manufactures literature.
8	Vents	Double wall B vents require 1" minimum clearance to combustibles. Vents are not to be cut or altered without a separate Mechanical Permit and Inspection.
9	Skylights	Skylights require separate Building Permits and Inspection.
10	Flashing	Flashings may be re-used if in good condition. Flashing installed where the roof meets a vertical surface, such as a wall or chimney requires counter-flashing. Exposed edges of wood sheathing are to be covered with type L metal or equal.



I. CF1R-ALT-05-E REROOF (SHORT FORM)

Submit a completed and signed **I. CITY OF VALLEJO'S CF1R-ALT-05-E (SHORT)** below or CEC-CF1R-ALT-05-E form. Incomplete roof permit submittal without the required Form F-12 will be rejected as incomplete and delay plan review and permitting process.

STEP 1 – GENERAL INFORMATION

Address			
Building Type	☐ Single-family	☐ Multi-family	☐ ADU
Installation Type	☐ Overlay	☐ Tear-off	☐ Recoat
Climate Zone	☐ 3 Proceed to STEP 3	☐ 12	
Roof Slope	☐ Steep (pitch $\geq$ 2:12) Proceed to STEP 2A	☐ Low (pitch < 2:12) Proceed to STEP 2B	

STEP 2 – STEEP SLOPE REQUIREMENTS (pitch $\geq$ 2:12)

Complete either the **STEEP SLOPE COOL ROOF EXEMPTIONS & ALTERNATIVES** section below OR the **STEEP SLOPE COOL ROOF REQUIREMENTS**.

STEEP SLOPE COOL ROOF EXEMPTIONS & ALTERNATIVES	
☐	Roof has R-38 ceiling insulation or ceiling assemblies with a U-factor less than or equal to 0.025; or
☐	Roof has a radiant barrier, not installed directly above spaced sheathing; or
☐	R-2 or greater continuous insulation above the roof deck; or
☐	Mass roof 25 lb/ft ² or greater (uncommon situation such as sod roof); or
☐	Any areas of roof covered by building – integrated photovoltaic panels or building integrated solar thermal panels*

* The area of roof not covered by photovoltaic panels would still need to meet any applicable cool roof requirements.

STEEP SLOPE COOL ROOF REQUIREMENTS						
CRRC Product ID #	Roof Product Type	Solar Reflectance Initial	Solar Reflectance Aged (3 year)	Thermal Emittance	OR	SRI Age (3 year)
Minimum Solar Reflectance Requirements			0.20	0.75		16

Note: When a cool roof is required, the installation contractor shall also complete and submit the CF2R-ENV-04-E

STEP 2B – LOW SLOPE REQUIREMENTS (pitch < 2:12)

Complete either the **LOW SLOPE COOL ROOF EXEMPTIONS & ALTERNATIVES** section below OR the **LOW SLOPE COOL ROOF REQUIREMENTS**.

LOW SLOPE COOL ROOF EXEMPTIONS & ALTERNATIVES FOR AGED SOLAR REFLECTANCE	
☐	Roof meeting the aged solar reflectance insulation trade-off values presented in CEnC Table 150.2-E; or Minimum Aged solar Reflectance Roof Deck Continuous Insulation R-Value
☐	Mass roof 25 lb/ft ² or greater (uncommon situation such as sod roof); or
☐	Any areas of roof covered by building – integrated photovoltaic panels or building integrated solar thermal panels*

* The area of roof not covered by photovoltaic panels would still need to meet any applicable cool roof requirements.

LOW SLOPE COOL ROOF REQUIREMENTS						
CRRC Product ID #	Roof Product Type	Solar Reflectance Initial	Solar Reflectance Aged (3 year)	Thermal Emittance	OR	SRI Age (3 year)
Minimum Solar Reflectance Requirements			0.63	0.75		75
Minimum Insulation Requirement - Continuous R-14 roof insulation [CEnC Section 150.2(b)1 I] required unless the existing roofs has R-10 or greater continuous insulation above or below the roof deck.						
Insulation R-Value		☐ Existing R- _____		☐ Proposed R- _____		

Note: When a cool roof is required, the installation contractor shall also complete and submit the CF2R-ENV-04-E

STEP 3 - DECLARATION STATEMENT

I certify the following under penalty of perjury, under the laws of the State of California:

1. The information provided on this Certificate of Compliance is true and correct.
2. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of Title 24, Part 1 and Part 6 of the California Code of Regulations.
3. The building design features, or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the City of Vallejo for approval with this building permit application.
4. I understand that an approved copy of this Certificate of Compliance shall be made available with the building permit(s) issued for the building and made available to the City of Vallejo for all applicable inspections.

Name:	Signature:
Company:	Date:
Address:	License:
City/State/Zip:	Phone:

II. FAILURE TO OBTAIN RE-ROOF IN-PROGRESS RE-INSPECITON FORM

Following document(s) will be required for Re-roof In-Progress Re-inspection

#	Descriptions	
1	A letter describing in details the actual installation procedure used, and the warranty of the roof.	☐
2	A copy of the manufacturer's installation instructions.	☐
3	Remove a minimum of one square (100 sq. ft.) of roofing material (If verification is needed).	☐

Description	Re-inspection Fees
First Re-inspection	<i>\$204.48</i>
Second Re-inspection	<i>\$204.48</i>
Third Re-inspection	<i>\$204.48</i>

Under California law, work that did not receive final inspection and clearance is a material fact that must be disclosed by the owner when the property is sold. A copy of this letter will remain on file for this property until the matter is cleared up. If you have questions, please call the building department at (707) 648-4522.

Complete this form and pay applicable Fees noted above. Once the payment has been processed, the contractor will be notified via email that the permit is ready to be re-scheduled for a Re-roof In-progress Re-inspection.

Project Address: _____

Contractor Info: _____
Company Name Phone #: Email

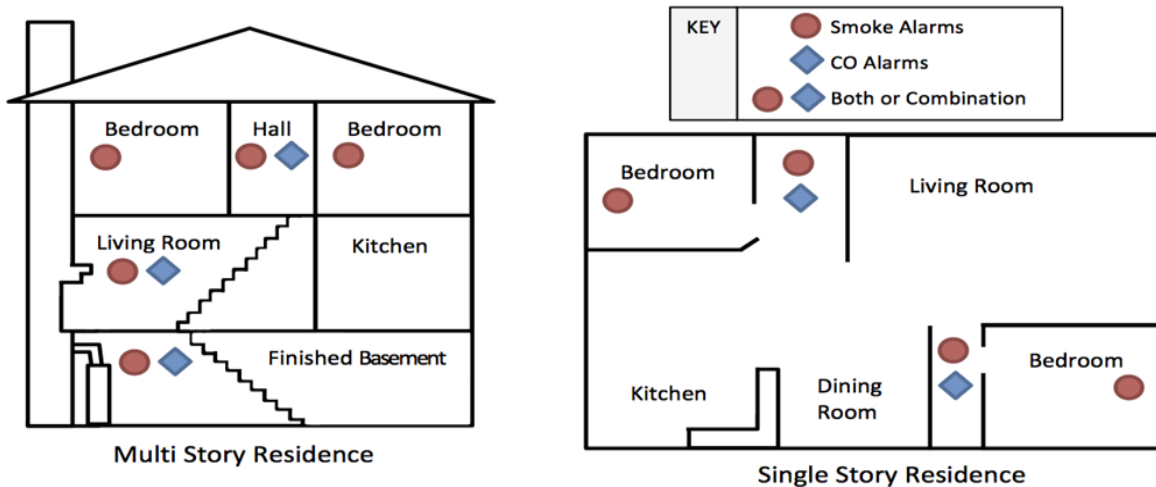
Contractor Name

Contractor Cell Number

Smoke Detectors and Carbon Monoxide

Following is a listing of the general requirements for the installation of smoke alarms and carbon monoxide alarms for residential buildings based on the 2022 California Building Code (CBC), California Electrical Code (CEC), California Residential Code (CRC), and California Fire Code (CFC).

Listed and Approved Smoke Detectors and Carbon Monoxide Alarms Shall Be Installed



Required Areas for Project Exceeding	Smoke Detectors [CRC 310, CBC 909]	CO Alarms* [CRC 311, CBC 915]
In each sleeping room	Yes	
Outside of each sleeping room	Yes	Yes
On every level including basements	Yes	Yes
In enclosed common stairwells of apartment complexes and other multiple-dwelling complexes	Yes	
In a group R-3.1 (i.e. adult residential facilities), in addition to the above, smoke alarms shall be provided throughout the habitable areas of the dwelling unit except kitchens	Yes	Yes

*CO alarm not required if there are no fuel burning appliances and no attached garages.

New Construction and Additions

In new construction and additions, required smoke alarms and carbon monoxide alarms shall receive their primary power from the permanent building electrical power system. Where two or more smoke alarms or carbon monoxide alarms are required, they shall be interconnected in such a manner that actuation of one shall cause actuation of all detectors in the dwelling unit. (CBC 909, CRC R310, CRC R311)

All new electrical outlets (including smoke alarms, carbon monoxide alarms, receptacles, switches, lighting, etc.) shall be

on circuits protected with a combination arc-fault circuit interrupter. (CEC 210.12)

Remodeled Dwelling Units

When a permit is required for any repair, alteration, or addition, smoke alarms and carbon monoxide alarms shall be installed in accordance with the following location and maintenance provisions. In existing dwelling units, smoke alarms and carbon monoxide alarms may be solely battery operated in the following circumstances (CBC 909, CRC R310, CRC R311):

- No construction is taking place.
- There is no commercial power source.
- Interior wall or ceiling finishes are not removed.
- Scope of work is limited to the exterior of the residence.

Smoke Alarm and Carbon Monoxide Alarm Device Location

Shall be installed per manufacturer's installation instructions. All battery powered smoke alarms shall have a 10-year battery.

Maintenance

The owner shall be responsible for testing and maintaining detectors in hotels, motels, lodging houses, and common stairwells of apartment complexes and other multiple dwelling complexes. The smoke alarm shall be operable at the time that the tenant takes possession. The apartment complex tenant shall be responsible for notifying the manager or owner if the tenant becomes aware of an inoperable smoke alarm within his or her unit. The owner or authorized agent shall correct any reported deficiencies in the smoke alarm and shall not be in violation of this section for a deficient smoke alarm when he or she has not received notice of the deficiency. (CRC R314.8.2 and California Health and Safety Code 13113.7)

Smoke Alarm Batteries and Replacement

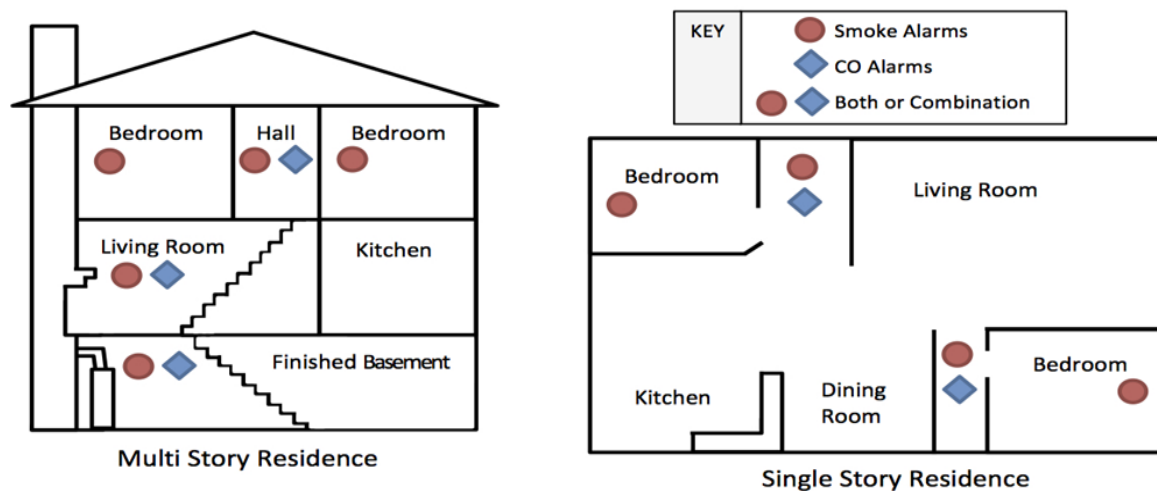
All newly installed smoke alarms shall have a 10-year battery. Smoke alarms shall be replaced 10 years from the date of manufacture marked on the unit. (SB 745, 2014)



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Listed and Approved Smoke Detectors and Carbon Monoxide Alarms Shall Be Installed



Required Areas for Project Exceeding	Smoke Detectors [CRC 310, CBC 907.2]	CO Alarms* [CRC 311, CBC 907.2]
In each sleeping room	Yes	
Outside of each sleeping room	Yes	Yes
On every level including basements	Yes	Yes
In enclosed common stairwells of apartment complexes and other multiple-dwelling complexes	Yes	
In a group R-3.1 (i.e. adult residential facilities), in addition to the above, smoke alarms shall be provided throughout the habitable areas of the dwelling unit except kitchens	Yes	Yes

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