

CITY OF MILPITAS

Office of Building Safety
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RE-ROOF (COMMERCIAL)

1. PERMIT INFORMATION

- ☐ The repair, replacement, alteration, or recovering of roofing materials requires a permit.
 - Roof replacement shall include the removal of all existing layers of roof assembly materials down to the roof deck [CBC 1512.2].
 - The information in this handout applies to the reroof of any building regulated by the *California Building Code*, including commercial residential occupancies like some condominiums, apartment buildings, hotels and motels, and some townhomes. For information on re-roofing single family residences, see [Re-Roof \(Residential\)](#).
- ☐ A Permit may be issued only to the Building Owner or their Authorized Agent [CBC 105.1].
 - See also [Authorized Agent Sample Letter](#).
 - Where the Contractor is acting as the Owner's Authorized Agent, they must be a State of California Licensed Contractor with the proper license classification.
- ☐ If the work is performed by the Building Owner personally or by his/her workers and an inspection indicates the work cannot be completed satisfactorily, then a licensed contractor must perform the work.
- ☐ If the Building Owner hires workers, State Law requires the Building Owner to obtain Worker's Compensation Insurance. Proof of this insurance is required prior to inspection.

2. INSTALLATION REQUIREMENTS

- ☐ **Codes.** All work shall comply with the California Building Code (CBC), California Energy Code (CEnC), the Milpitas Municipal Code (MMC), and other adopted codes as applicable.
- ☐ **Required.** Materials and methods used for recovering or replacing an existing roof covering shall comply with the requirements of *California Building Code*, Chapter 15 [CBC 1512.1].
- ☐ **Materials.** Roof decks shall be covered with approved roof coverings. Roof coverings must be installed in accordance with the manufacturer's approved instructions [CBC 1503.1].
 - **Hillside.** Class or Class B roof covering shall be required for all hillside construction [MMC II-3-2.02].
- ☐ **Energy Requirements.**
 - **Climate Zone.** The City of Milpitas is in Climate Zone 4.
 - **Minimum Properties.** Roofing products must meet the requirements of CEnC 110.8(i).
 - **Aged Solar Reflectance/Thermal Emittance.**
 - **Asphalt Shingles** – 0.08/0.75.
 - **All Other Roofing Products** – 0.10/0.75
 - **Liquid Applied Roof Coatings.** Shall be applied across the entire roof surface to meet the dry mil thickness or coverage recommended by the coating manufacture, and meet the minimum performance requirements of CEnC Table 110.8-B or comply with ASTM C836, D3468, or D6694 as applicable.
 - **More Than 50% or 2000 ft² Replaced.** When more than 50 percent of the roof area or more than 2,000 square feet of roof, whichever is less, are being replaced or recovered, the following requirements apply based on the roof slope and building type [CEnC 141.0(b)2B, 180.2(b)1A]:
 - **Low-Sloped Roofs.** All buildings shall have a minimum aged solar reflectance of 0.63 and a minimum thermal emittance of 0.75, or an SRI of 75.
 - **Insulation.** Non-residential buildings and hotels/motels must be insulated to R-23 continuous insulation, a U-factor of 0.037 with R-10 insulation above deck, or as otherwise allowed by CEnC

141.0(b)2Bii. Multi-family buildings must be insulated to R-14 continuous insulation, a U-factor of 0.039, or as otherwise allowed by CEnC 180.2(b)1Aiii.

- **Steep-Sloped Roofs.** Nonresidential buildings shall have a minimum aged solar reflectance of 0.25 and thermal emittance of 0.80, or an SRI of 23. Multi-family buildings and the guest rooms of hotels/motels shall have a minimum aged solar reflectance of 0.20 and thermal emittance of 0.75, or a minimum SRI of 16.

☐ **Roof Replacement.** Roof replacement shall include the removal of all existing layers of roof assembly materials down to the roof deck [CBC 1512.2].

☐ **Roof Recover (Overlay).** The installation of a new roof covering over an existing roof covering must meet one of the requirements of CBC 1512.2.1.

- A roof recover shall not be permitted where any of the following conditions occur:
 - 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.
 - Where the existing roof covering is slate, clay, cement, or asbestos-cement tile.
 - Where the existing roof has two or more applications of any type of roof covering.

☐ **Reinstallation of Materials.**

- **Slate, Clay, or Cement Tile.** Existing slate, clay, or cement tile shall be permitted for reinstallation, except that damaged, cracked, or broken slate or tile shall not be reinstalled [CBC 1512.4].
- **Flashing, Edgings, and Drains.** Existing vent flashing, metal edgings, drain outlets, collars, and metal counterflashings shall not be reinstalled where rusted, damaged, or deteriorated [CBC 1512.4].

☐ **Flashings.** Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions. Metal flashings to which bituminous materials are to be adhered shall be primed prior to installation. [CBC 1512.5]

3. ADDITIONAL REQUIREMENTS

☐ **Smoke/Carbon Monoxide Alarms and Spark Arrestor Inspection.** For residential occupancies classified as commercial (e.g., townhomes, condominiums, apartment buildings, and hotels & motels), the installation and inspection of required smoke alarms, carbon monoxide alarms, and spark arresters must be completed prior to the final inspection. Refer to the [Smoke Alarm, Carbon Monoxide Alarm, and Spark Arrestor Certificate](#) handout for detailed information.

4. INSPECTION PROCEDURES

☐ **Required Inspections.** Typically, two or three inspections are required.

- **Pre-Reroof.** After existing roofing is removed and repairs are made, prior to the installation of any new roofing materials.
- **Reroof In-Progress (If Applicable).** If plywood or OSB decking is installed over existing skip sheathing to create solid deck, rigid insulation is installed over the roof deck, or as required by type of roofing materials to be applied then an In-Progress inspection is required of these items prior to covering with further roofing materials.
- **Final Reroof.** After all work has been completed.
 - Inspection of smoke alarms and carbon monoxide detectors may be performed during the final inspection, or certificates stating compliance may be provided to the inspector (see above).

☐ **Safe Access.** Safe roof access must be provided for all required inspections. Portable ladders must be designed for their use and be at least ANSI Type I (Heavy-Duty, 250 lbs. working load), minimum.

5. QUESTIONS – If you have any questions regarding your project, please contact the Office of Building Safety at (408) 586-3240.