



CITY OF LAKEWOOD PERMIT PROCESS ASSISTANCE HANDOUT

Planning and Public Works - Permits – Civic Center North – 480 S Allison Pkwy – 303.987.7500

Residential Roofing & Re-roofing

This handout only applies to dwellings and accessory buildings regulated in accordance with the International Residential Code (IRC).

A building permit is required for any new installation, re-roof or for roof repair. The permit must be obtained prior to tear-off and installation of the new roof.

Printable copies of Miscellaneous Permit applications and contractor registration applications are available at www.lakewood.org or you may pick up copies at the address above.

Contractors and Homeowners as General Contractors:

- Homeowners may obtain the building permit for a re-roof on owner-occupied single-family homes if they are performing the work themselves.
- Any person hired to perform work must have the required City of Lakewood contractor registration to do work within the city limits and they must obtain the required roof permit before beginning work.
- Removal and installation of roof sheathing and/or roof covering may be done by the homeowner under an “owner” permit, or by a registered contractor holding a 5H registration or higher.

Submittal Requirements:

- Provide a completed permit application. Indicate the roofing material, number of squares of roofing to be installed, number of layers on the existing roof or if you are removing the roof covering to the roof deck.
- The valuation must include the total labor and material for tear-off and installation of the new roof. The given valuation of material will be doubled for calculating fees if you are performing the installation as an owner and there is no labor cost.

General Requirements:

- All roof covering must be installed in accordance with provisions of the current adopted IRC, or the manufacturer's installation specifications, whichever is more restrictive. The installation specifications can normally be found on the roofing material package.
- A maximum of 3 layers of asphalt shingles is allowed. Roof products with an installed weight of 450 pounds or more per 100 square feet or 4.5 pounds per square foot or more count as 2 layers. Many of today's heavier roof products exceed this weight. Please look at the installed weight of the new shingle before overlaying an existing roof.
- The roof covering must be removed to deck if the roof already has 3 layers of roof covering or if the roof covering is water-soaked or deteriorated to the point it is not suitable as a base for an additional layer of roof covering.
- A roof cricket or saddle must be installed on the high side of any chimney or penetration such as a skylight that is more than 30" in width. Pre-existing skylights that are flashed in accordance with the manufacturer's design are not required to have a cricket or saddle added. When the existing roof covering is removed to deck, a cricket or saddle must be added behind a chimney or similar in accordance with the IRC requirements.
- Roof jacks must be raised to the new roof level. They cannot be buried under the shingles on the downhill side of the jack.
- Headwall and sidewall flashing, roof jacks and storm collars must be replaced if missing, damaged or rusted.
- Cracked or damaged B-Vents and terminations must be replaced when discovered during a re-roof or re-roof inspection. Caulking and paint is not an approved repair for cracked or split B-Vents.

Inspections:

- The roofing contractor or homeowner must provide a safe ladder secured to the roof for all roof inspections where the eave line is greater than 10' above the ground. Safe access must be provided to all roof areas.
- A mid-roof inspection is required for tile or metal roof systems after felt, flashing, and battens are installed but before it is covered with the final roof covering.
- A final roof inspection is required after the roof installation is completed.



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Asphalt Shingles:

- All roofing products must be installed per manufacturer's specifications for minimum slope and nailing including roof coverings on patio covers and additions.
- Asphalt shingles must be applied over solid sheathing. Skip or 1x sheathing must not have gaps greater than 1/4" between boards. Where existing gaps exceed 1/4", sheathing of at least 3/8" in thickness may be applied over the existing 1 x or skip sheathing. Damaged plywood or 1x sheathing must be repaired to provide a solid roof surface to allow proper nailing of the new roof covering.
- A starter course is required to maintain the double coverage. The starter course must be adhered to the first row of shingles by use of manual sealer or a sealer strip.
- Install a double layer of roof felt for low slope roofs with less than a 4:12 slope. Ice and Water Shield or a similar self-adhering bitumen product may be used in lieu of the required two layers of felt. One layer of 30 pound felt is not an approved alternate to the required double layer of felt. Felt installation shall be done in accordance with the specifications in the IRC.
- A minimum slope of 2:12 is required for standard 90 pound rolled roofing and for 3 tab or dimensional shingles.
- Roof edge overhang must be no less than 3/8" and no more than 3/4".
- Seal all exposed fasteners.
- Nails shall be installed flush with the shingles, not penetrating or sticking up.
- Do not nail in or above the factory applied adhesive strip.
- Drip edge is required on all eaves and gables.
- T-lock shingles are not approved for re-roof installation in Lakewood

Tile roofs:

- Mid-roof inspection is required after felt, flashing and batten strips are installed but before any tile is installed.
- Appropriate jacks and flashing must be used for the type of tile being used.
- Check manufacturer's specification for nailing patterns. Some tiles must be installed with 100% nailing of all tiles and glue applied to any ridge or rake tiles. Minimum nailing in any case is the first 3 tile courses but not less than 36" from either side of hips or ridges and the edges of eaves and gable rakes.
- Tile installed over solid sheathing without battens must be 100% nailed.
- Cracked or broken tile are not acceptable and must be replaced.

Rolled Roofing:

- Rolled roofing products come in many types and styles. Please read the manufacturer's specifications before purchasing any product to make sure it is appropriate for your intended use and available roof slope.
- Standard 90# rolled roofing must be installed on slopes of 2:12 or greater as indicated by the manufacturer's installation specifications.
- Designed half lap products may be used on slopes down to 1:12 or greater.
- Edges and laps must be installed per manufacturer's installation specifications.
- Folds, creases, or wrinkles are not allowed in the installation of rolled roofing. All rolled roofing should be laid out flat in the sun before installation to allow the product to flatten before being installed.

We are happy you are building in Lakewood and we want to provide whatever information you require. Please call 303.987.7500 with any questions.