



## Town of Tiburon – Building Division

1505 Tiburon Boulevard, Tiburon, CA 94920, Office: 415-435-7380, Fax: 415-435-7395

### RESIDENTIAL REROOFING PERMIT CONTRACTOR SELF-CERTIFICATION REQUIREMENTS

ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

Provide a signed site plan which includes a satellite view of the structures to be re-roofed. On the site plan provide the address and a complete description of the work and specify the type of roofing system to be installed (Manufacturer/Model/Color). Submit the site plan and a picture of the roof color with the building permit application. Make sure that all the information provided on the site plan is shown in the DETAILED PROJECT DESCRIPTION on the permit application. Declare the bid price of your project in the ESTIMATED PROJECT COST on the permit application and fill in all the owner and contractor contact information along with your Contractor's License Number. Submit the application, site plan and picture of the roof color to [reroofpermitsubmittal@townoftiburon.org](mailto:reroofpermitsubmittal@townoftiburon.org)

Evaluation service reports and manufacturer installation instructions will no longer be required to be submitted with the building permit application. You will be required to complete a reroof certification letter on your company letterhead at the end of the project. The reroof certification letter will be accompanied by the relevant evaluation service reports and manufacturer installation instructions for the installed roofing system. You must show in your certification letter how your roofing materials and installation methods comply to our requirements for Class "A" roof assemblies. Reference to relevant sections of the evaluation service reports and manufacturer installation instructions will be required in your certification letter to prove the Class "A" fire resistive assembly.

You must address each of the inspection points A through G in your certification letter:

- A. ROOF DECKING HAS BEEN PREPARED BY REPAIRING ANY MINOR SHEATHING AND NON-STRUCTURAL FRAMING DAMAGE SUCH AS RAFTER TAILS, AND ALL ROOF SHEATHING IS NAILED CORRECTLY. ANY OVERLAY ROOFING DOES NOT COVER MORE THAN 1 EXISTING ROOF AND EXISTING ROOF HAS BEEN CLEANED AND PREPARED ADEQUATELY FOR THE OVERLAY.
- B. ANY "HOT" TYPE B GAS APPLIANCE VENTS ARE FIXED IN POSITION A MINIMUM OF 1 INCH FROM ALL COMBUSTIBLE MATERIAL, HAVE NOT COME LOOSE FROM THE APPLIANCE, AND EXTEND A MINIMUM OF 12 INCHES ABOVE THE ROOF SURFACE. FOR ADDED BUILT UP ROOF SLOPE OR INSULATION, ANY PLUMBING VENTS MUST ALSO EXTEND A MINIMUM OF 6 INCHES ABOVE THE FINAL ROOF MATERIAL.
- C. ALL SKYLIGHTS, FIREPLACES, OR CURBS OVER 30 INCHES WIDE HAVE A CRICKET SLOPING ¼ INCH PER FOOT TO DRAIN, AND ALL HORIZONTAL OR FLAT ROOF SECTIONS AND DUTCH GUTTERS ARE SLOPED ¼ INCH PER FOOT MINIMUM TO DRAIN.



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- D. ALL UNDERLAYMENT, FIRE RESISTIVE PAPER OR BOARD TO MEET TYPE “A” ASSEMBLY REQUIREMENTS, AND ALL ROOFING MATERIALS ARE INSTALLED IN ACCORDANCE with MANUFACTURER’S INSTALLATION INSTRUCTIONS, AND THE APPLICABLE EVALUATION SERVICE REPORTS (note ESR # and Section #s and attach the evaluation report to the certification letter).
- E. ROOFING MATERIALS EXTEND A MINIMUM OF 2 INCHES UP UNDER WALL FLASHING AND/OR WALL WATERPROOFING MATERIALS/PAPER AND AS REQUIRED BY EVALUATION SERVICE REPORTS OR MANUFACTURER INSTALLATION INSTRUCTIONS.
- F. ALL REMOVED INSULATION IS REPLACED.
- G. SUFFICIENT ATTIC VENTILATION IS INSTALLED AND ALL ROOF VENTS ARE WILDLAND-URBIN INTERFACE FIRE AREA APPROVED FOR BUILDINGS CONSTRUCTED AFTER JULY 1, 2008.
- H. ALL REROOFING WORK IS COMPLETED IN ACCORDANCE WITH THE MINIMUM REQUIREMENTS OF THE 2019 CALIFORNIA RESIDENTIAL CODE. NO WORK EXCEEDING THE SCOPE OF SIMPLE REROOFING AND MINOR REPAIRS WAS COMPLETED, OR A PERMIT REVISION WAS OBTAINED. WORK REQUIRING A PERMIT REVISION AND ADDITIONAL INSPECTIONS INCLUDES STRUCTURAL FRAMING REPAIRS, ADDED ROOF FRAMING OR SLEEPERS, ADDED INSULATION LAYER, OR NEW SHEATHING.

### **FINAL BUILDING INSPECTION REQUIRED:**

After we receive your certification letter with the supporting documents listed above the building official will perform a final inspection to verify approved colors and the completeness of the reroof project. No ladders are needed, and no one needs to be home for the inspection. All work will be viewed from the street or from other public or common areas.

**I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE REQUIREMENTS TO PROVIDE A SELF CERTIFICATION LETTER WITH SUPPORTING DOCUMENTS PRIOR TO SCHEDULING A FINAL BUILDING INSPECTION, AND UNDERSTAND FAILURE TO DO SO WILL RESULT IN PERMIT EXTENSION FEES, CITATIONS AND OTHER CODE ENFORCEMENT REMEDIES AGAINST THIS PROPERTY AND UNDERSTAND THAT ANY FUTURE REROOF PROJECTS COMPLETED UNDER MY CONTRACTOR’S LICENSE WILL NOT BE ALLOWED TO SELF CERTIFY.**

\_\_\_\_\_  
**CONTRACTOR’S NAME AND LICENSE NUMBER**

\_\_\_\_\_  
**CONTRACTOR’S SIGNATURE**

\_\_\_\_\_  
**DATE:**