
Building & Inspection Services Division

Policy and Procedure Statement

FROM: Brian Tardif, CBO

SUBJECT: Roof Covering Installation and Inspection Requirements BD-10-002

DATE: June 6, 2017 (Revised)

Purpose: To insure the proper installation and inspection of roofing coverings, clarification of codes and wind requirements, and consistency in application and inspection procedures. This policy revises and replaces previous policies BD-07-002 dated August 28, 2007; BD-10-002 dated March 26, 2010; and BD-10-002 dated November 28, 2016.

Policy: Installation and inspection of roof coverings shall comply with the following:

1. Permits are required to be obtained **prior** to commencement of work and displayed in a location visible from the street. Work initiated prior to obtaining a permit or without a valid City of Wheat Ridge contractor's license will result in the addition of an investigative fee equal to the cost of the permit and may result in issuance of a municipal summons. Inspections will not be completed unless the permit is on-site and in an accessible location.
2. One (1) square (100 square feet) aggregate area of roofing or more **does** require a building permit. If the amount is less than the listed amount above, a permit is not required.
3. Roof decks with spaced or board sheathing that are to receive asphalt shingles or clay/concrete tiles and that have **any** gap exceeding 1/2-inch shall be required to be overlaid with panel sheathing such as plywood or OSB that is a minimum of 3/8-inch in thickness. Amendment of existing permits is required if the need for installation of sheathing is discovered after permit issuance and sheathing installation was not previously indicated on the permit. Sheathing shall be nailed with nails spaced at a maximum of 6 inches on center at edges and 12 inches on center in rows not further than 24 inches apart and panel edges shall break on framing members.
4. A mid-roof inspection for rolled or shingle asphalt roof coverings and concrete/clay tile roof coverings is required. A ladder shall be provided and secure at the time of inspection for all roof inspections, and permission to enter the yard is required if the inspector must pass through a fence or enter the rear yard of the property to access the ladder. Inspectors will not go through fences or enter rear yards without permission or when pets are present.
5. If re-decking, a roof sheathing inspection and mid-roof inspection may be called in for the same day. Re-decking will need to be 100% complete with 25% - 75% of the roofing materials installed for the mid-roof.

6. All asphalt shingles complying with ASTM D3161 Class F are permissible for use. All asphalt singles are required to be nailed with a minimum of six (6) nails per shingle. Asphalt shingles may not be installed on roofs below 2/12 pitch. Double underlayment is required if asphalt shingles are installed on a roof pitch between 2/12 and 4/12.
7. Ice and water membrane underlayment complying with ASTM D1970 and extending a minimum of two (2) feet inside the exterior wall line is required at eaves of all conditioned structures. In valleys, one of the following materials is required: 36-inch wide 90# mineral surfaced rolled roofing, ice and water shield, or 24-inch galvanized metal.
8. Drip edge flashing is required at all edges of roofs.
9. Roof ventilation shall comply with IBC Section 1203 or IRC Section R806: 1 square foot of venting is required for every 150 square feet of roof surface.
10. A final roof inspection is required to complete and close permits. In order to pass a final inspection on commercial elastomeric or similar type roofing, a letter of inspection and approval from the manufacturer's agent stating that "the application of the roof at (project address) has been applied in accordance with the installation instructions for (roof material brand name) roof covering" shall be provided.