

**City of Bainbridge Island
Building Division**



Reroofing/Roof Change Requirements

**PLANNING AND COMMUNITY DEVELOPMENT ● 280 Madison Ave. N ●
Bainbridge Island, WA 98110 ● (206) 842-2552 ● Fax: (206)780-0955
Email: pcd@ci.bainbridge-isl.wa.us**

IS A PERMIT REQUIRED FOR REROOF? Yes.

R105.1 Required. Any owner or authorized agent who intends to construct, enlarge, **alter, repair**, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

Submittal Requirements:

1. Building permit application
2. Site Plans (**IF on Shoreline**)with:
 - a. North Arrow
 - b. Property lines: Show the location, dimension of all property lines
 - c. Existing and proposed structures: Show location, dimension, and use of all existing and proposed buildings and structures on the site; show distances to property lines from wall of structure.
 - d. Land use code setbacks: Show front, side, and rear setbacks.
 - e. Critical Areas: Any critical areas (streams, wetlands, slopes) and the applicable buffer must be shown.
 - f. Retaining walls, rockeries and fences: Indicate location, length, and height.
 - g. Driveways and parking: Show location of on-site parking and driveways.
 - h. Rights-of-way & Easements: Locate and label the adjacent rights-of-way (ROW) existing centerline, curb, and sidewalk. Distances to ROW centerline must be to scale. Show the location for all existing and proposed utility, open space, drainage, native growth protection, conservation, access easements and /or private roads; drawn to scale with accurate dimensions for your property as well as adjacent properties.
 - i. Ordinary High Water Line: Must be shown if site is situated within shoreline jurisdiction (approximately 200' landward of Ordinary High Water).
3. How many layers are existing? _____
4. Are you covering an existing roof? _____
5. Are you removing the existing and replacing with new? _____
6. Number of Squares? _____
7. A list of materials to be used for the new roof.
8. A description of the extent of the work to be done.
9. A letter from the contractor or owner that describes how the tear-off material will be disposed of.
10. A written statement by the contractor that the national standards to meet manufacturers installation requirements will be complied with.

Fees for a reroofing permit will not be charged a plan check fee. Please provide us with the number of squares in the roof area to determine valuation and permit fees. The valuation will be based on # of squares x \$110.00.

Further information may be required for your specific project.

DEFINITION: 2006 IBC: [B] REROOFING. The process of recovering or replacing an existing roof covering. *See Roof recover..*

[B] ROOF COVERING. The covering applied to the roof deck for weather resistance, fire classification or appearance.

REROOFING. R907.1 General. Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 9.

Exception: Reroofing shall not be required to meet the minimum design slope requirement of one-quarter unit vertical in 12 units horizontal (2-percent slope) in Section 905 for roofs that provide positive roof drainage.

R907.2 Structural and construction loads. The structural roof components shall be capable of supporting the roof covering system and the material and equipment loads that will be encountered during installation of the roof covering system.

R907.3 Recovering versus replacement. New roof coverings shall not be installed without first removing existing roof coverings where any of the following conditions occur:

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. Where the existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

Exceptions:

1. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the buildings structural system and that do not rely on existing roofs and roof coverings for support shall not require the removal of existing roof coverings.
2. Metal panel, metal shingle, and concrete and clay tile roof coverings shall be permitted to be installed over existing wood shake roofs when applied in accordance with Section R907.4.

R907.4 Roof recovering. Where the application of a new roof covering over wood shingle or shake roofs creates a combustible concealed space, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber or other approved materials securely fastened in place.

R907.5 Reinstallation of materials. Existing slate, clay or cement tile shall be permitted for reinstallation, except that damaged, cracked or broken slate or tile shall not be reinstalled. Existing vent flashing, metal edgings, drain outlets, collars and metal counter flashings shall not be reinstalled where rusted, damaged or deteriorated. Aggregate surfacing materials shall not be reinstalled.

R907.6 Flashings. Flashings shall be reconstructed in accordance with approved manufacturers installation instructions. Metal flashing to which bituminous materials are to be adhered shall be primed prior to installation.