



Roofing Various

Description

This guideline is used when performing flat only re-roofs, roof overs, roof repairs, or re-roofs going a different material to tile on a residential property.

To apply, use the “Roofing Various - Residential” application on the CSS portal. Select the appropriate option for type of work.

Who Can Apply

Roofing Contractor (CCC) or Owner/Builder.

Required Documents – always required

- Roof Data Sheet

Conditional Documents – may be required, subject to the details of the parcel and the scope of work

- Notice of Commencement
- FEMA Packet and/or Elevation Certificate
- Engineer’s Evaluation

Owner/Builder Documents

- Owner/Builder Affidavit

Private Provider Documents

- Notice to Building Official of Use of Private Provider
- Private Provider List of Building Inspections, if using plans review
- Private Provider Plan Compliance Affidavit, if using plans review

Review

- Building, if applicable
- Floodplain, if applicable



Inspections (Flat Re-Roof)

- Notice of Commencement, if applicable
- Sheathing Affidavit, if contractor
- Sheathing, if owner/builder
- Roof Dry-In
- Roof Final
- Debris, if using private provider
- Private Provider Compliance Report, if using private provider

Inspections (Flat Deck with TPO)

- Notice of Commencement, if applicable
- Sheathing Affidavit, if contractor
- Sheathing, if owner/builder
- Roof Final
- Debris, if using private provider
- PP Compliance Report, if using private provider

Inspections (Roof Over)

- Notice of Commencement, if applicable
- Roof Prep
- Roof Final
- Debris, if using private provider
- PP Compliance Report, if using private provider

Inspections (Valley Repair)

- Notice of Commencement, if applicable
- Roof Final
- Debris, if using private provider
- PP Compliance Report, if using private provider

Inspections (Surface Only Roof Repair)

- Notice of Commencement, if applicable
- Roof Final
- Debris, if using private provider
- PP Compliance Report, if using private provider



Additional Notes

Roof repairs that are surface only, receive a Roof Final inspection. If the repair goes below the surface, it will receive the same inspections as a complete re-roof.

Re-roofs going from shingle or metal to tile require a building review.