

# RE-ROOF

**Shall comply with CRC Section R337 / CBC Chapter 7A (Materials and Construction Methods for Exterior Wildfire Exposure)**

## Re-Roof application to include:

1. Indicate scope of work on application and complete the re-roofing worksheet and attic ventilation.
2. If completing application as owner: Complete Owner/Builder Declaration portions of application
3. If completing application contractor: Complete Contractor's Declaration portions of application.

## Inspection Requirements – How to prepare for inspection

1. Schedule inspections by calling the Inspection **Request Phone Line at (530) 283-6001**. Please include the following information with your request (*Note: Not providing the following details will delay processing your inspection request*):
  - The permit number.
  - The type of inspection (see list below).
  - The property address where the work will occur.
  - The date of requested inspection.
  - The name and phone number of the person who will be attending the inspection.
2. Permit packet to be on site and available for the inspector.
3. Ladders shall be onsite and secure per OSHA regulations for the building inspector. (*Note: If ladders, scaffolding or other means of access are unsafe or unavailable, the inspection will not be performed and approval to continue the installation of roofing will not be given.*)

## Types of Required Roofing Inspections

### **Overlay Applications (no more than two layers are allowed by code on composition overlay):**

- **Final Inspection** – Required after project is complete.

### **Tear-off Applications:**

- **Roof Nailing / Ice Dam Inspection**
  - Existing roofing material is removed, and any “rotted”, or otherwise damaged existing wood substrate or framing has been replaced.
  - “Cut-out” vents should have their openings made.
  - All sheathing shall be exposed for inspection.
  - Ice Dam – Ice dam flashing is required for composition roofing, metal roofing at valleys and pitch changes. Required 30” up the roof starting at the exterior wall on eaves and 30” in the valleys and pitch changes.
- **Final Inspection** – Required after project is complete.



Plumas County Building Department  
555 Main Street  
Quincy, CA 95971  
Phone: 530-283-7011  
Inspection Request Line: 530-283-6001

# Re-Roofing Permit Application

INSTRUCTIONS FOR APPLICANT				FOR BUILDING DEPARTMENT USE			
1. Please fill out <b>all</b> parts of the application completely - <u>failure to do so will delay processing.</u> 2. Complete and sign page 3-5 for contractor and owner/builder declarations including smoke/CO2 alarm. 3. Complete the Re-Roofing Worksheet and Attic Ventilation Worksheet.				PERMIT NUMBER			
				DATE RECEIVED			
				PLANS REQUIRED		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<b>PROPERTY OWNER</b>							
Property Owner Name							
Property Owner Mailing Address				Street			
				City		State	ZIP
Phone				Mobile/Cell			
Email Address				Other/Misc.			
<b>APPLICANT (If different from the Property Owner)</b>							
Applicant Name				Phone			
Email Address							
Relationship to Project				<input type="checkbox"/> Property Owner		<input type="checkbox"/> Contractor/Builder	
				<input type="checkbox"/> Agent for Property Owner		<input type="checkbox"/> Agent for Contractor	
				<input type="checkbox"/> Engineer of Record		<input type="checkbox"/> Agent for Engineer	
				<input type="checkbox"/> Architect		<input type="checkbox"/> Agent for Architect	
				<input type="checkbox"/> Unlicensed Designer			
<b>SITE INFORMATION</b>							
Property's Physical							
Assessor's Parcel Number (APN)				Community			
Subdivision		Lot #		Block #		Snow Load	
<b>CONTRACTOR / BUILDER INFORMATION</b>							
Must be Declared before Permit is Issued:				<input type="checkbox"/> Owner/Builder <input type="checkbox"/> Contractor <input type="checkbox"/> Contractor to Be Determined			
Contractor Company							
California Contractor License Number				License Classification(s)			
Company Address				City		State	ZIP
Company Owner Name				Company Owner Phone			
Company Owner Email				Company Owner Mobile/Cell			
<b>PROJECT INFORMATION (It is required that you also complete the Re-Roofing Worksheet portion of this application.)</b>							
Re-Roof	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential (Commercial) <input type="checkbox"/> Manufactured Home / Mobile Home						
Re-Roof	<input type="checkbox"/> Tear-off with New Sheathing <input type="checkbox"/> Tear-off without New Sheathing <input type="checkbox"/> Cool Roofing						
Type	<input type="checkbox"/> Overlay: # of existing layers? <input type="text"/> (Total number of layers including the new roof is two without structural justification).						
Does the structure being re-roofed currently have an installed solar system?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
Will the solar system be reinstalled using <b>only</b> the original components? (Note: If any components of the solar system are being replaced, a Solar Photovoltaic Permit or Electrical Permit may be required.) <input type="checkbox"/> Yes <input type="checkbox"/> No							
<b>LEGAL OWNER AND AGENT</b>							
<b>BY MY SIGNATURE BELOW, I CERTIFY TO EACH OF THE FOLLOWING STATEMENTS:</b>							
(initial)	1. I am the legal owner of the parcel referenced in this application.						
(initial)	2. I acknowledge and approve all proposed construction activity applied for in this application as required in California Health and Safety code Section 19830.						
(initial)	3. I designate and authorize (Print agent's name clearly) <input type="text"/> to act as my agent and signatory per CBC 10-5.3, #6 for the sole purpose of securing and perfecting this permit.						
(initial)	4. I certify that I am aware of all conditions, covenants, restrictions, and easements governing this permit.						
Owner's Signature:				Date:			
Print Owner's Name:							
Authorized Agent for Owner Signature:				Date:			
<b>PERMIT ISSUANCE</b>							
When the permit is ready to issue contact: <input type="checkbox"/> Owner/Builder <input type="checkbox"/> Contractor							



# Re-Roofing Permit Application

## RE-ROOF WORKSHEET

Existing Roofing Type		Roof Slope	
Existing Roof Deck (1x, T & G, OSB/Plywood)		Thickness	
<b>New Roofing Type</b>	<input type="checkbox"/> Composition	<input type="checkbox"/> Metal	<input type="checkbox"/> Built Up
	<input type="checkbox"/> Tile	<input type="checkbox"/> Metal	<input type="checkbox"/> Fire Treated Shingle
<input type="checkbox"/> New Sheathing - Thickness		<input type="checkbox"/> EPDM / Sheet	<input type="checkbox"/> Torch Down
		<input type="checkbox"/> Other:	
<b>Roof will have a classification as defined in the California Building Code of:</b>			
<input type="checkbox"/> Class "A" (minimum requirement for State Responsibility Areas)			
<input type="checkbox"/> Class "C" or better			
<b>Ice Dam Flashing:</b> <i>Note: Ice Dam Flashing is required for composition roofing, metal roofing at valleys and pitch changes. Required 30" up the roof starting at the exterior wall on eaves and 30" in the valleys and pitch changes.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Trussed Roof		Stacked	
		Rafter On Center spacing	
Structural Repairs required?			
Insulation Type(s)		Location (Attic, Rafter Bays)	
Existing Skylights		Added Skylights	

### Cool Roofing:

In Plumas County, most residential roofing products do not need to be cool roof rated. (Concrete, clay tiles or slate may require a **structural analysis** for snow loads). **ALL Commercial Roofing/Re-Roofing** shall comply with Cool Roof requirement of the current California Title 24 Energy Standards.

## ATTIC VENTILATION

**Step 1: Determine Total Square Feet of Attic Floor Space to be ventilated. Requires dimensioned attic diagram showing existing and proposed vents. (Repeat, as needed)**

Length of Attic		x Width of Attic		=		sq. ft. of Attic (1a)
Length of Attic		x Width of Attic		=		sq. ft. of Attic (2a)
Length of Attic		x Width of Attic		=		sq. ft. of Attic (3a)
Length of Attic		x Width of Attic		=		sq. ft. of Attic (4a)

Net Ventable Attic Space =  $(1a+2a+3a+4a)$  Sq. ft. (b)

### Step 2: Calculating Ventilation Requirements

$(b) / 300 =$  Sq. ft. Total Code Required Ventilation (c)

### Step 3: Convert sq. ft. into sq. in.

$(c) \times 144 =$  sq. in. Total Code Required Ventilation (d)

### Step 4: Determine High and Low Ventilation Requirements

$(d) / 2 =$  (high & low) sq. in. of Code Required Ventilation High (1f)

$(d) / 2 =$  sq. in. of Code Required Ventilation Low (2f)

### Step 5: Determine High and Low Ventilation Requirements

	# of Vents	Type of Vent	Size	*Sq. in.	Total sq. in
Existing High Vents					
Existing Low Vents					
Provided High Vents					
Provided High Vents					
Provided Low Vents					
Provided Low Vents					

\*Net free sq. in. per vent manufacturer/provide information sheet

Total ventilation provided, including existing  $(d)$  sq. in.

Total code required ventilation  $(d)$  sq. in.

(d)



# Re-Roofing Permit Application

## SMOKE DETECTOR AND CARBON MONOXIDE REQUIREMENTS FOR RE-ROOFING PERMIT

The 2022 California Building Code (CBC) and the 2022 California Residential Code (CRC), effective on January 1, 2023, require smoke detectors (Code references: CBC Sections 907.2.11.5 and CRC Section R314) and carbon monoxide alarms (Code references: CBC Sections 420.4 and CRC Section R315) to be installed in prescribed locations as part of a permitted residential construction project valued at \$1,000 or more.

Your signature below provides you with the ability to self-verify this installation to Building staff when convenient access to the interior of the dwelling is not readily available, (e.g., re-roof, rooftop photovoltaic system or other exterior work).

By signing below, I/we affirm and declare that all required alarms have been properly installed and tested.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Relationship to Project: ☐ Owner ☐ Agent for Owner ☐ Contractor/Builder ☐ Agent for Contractor

## DECLARATIONS (Complete either the Contractor or Owner/Builder Declaration)

### LICENSED CONTRACTOR DECLARATION

☐ I hereby affirm under penalty of perjury that I am licensed under provision of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Profession Code, and my license is in full force and effect.

License Class: \_\_\_\_\_

License Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CONSTRUCTION LENDING AGENCY

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Civil Code Section 3097). *If not using a construction lending agency, write N/A.*

Lender: \_\_\_\_\_

Address: \_\_\_\_\_

### OWNER/BUILDER DECLARATION

NOTICE TO APPLICANT: (Sec.7031.5, Business and Professions Code: Any city or county that requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law [Chapter 9 {commencing with Section 7000} of Division 3 of the Business and Professions Code] or that he or she is exempt from licensure and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars [\$500]).

I hereby affirm, under penalty of perjury, that I am exempt from the Contractors' State License Law for the following reason(s) indicated below by the checkmark(s) I have placed next to the applicable item(s):

☐ **I, as owner of the property, or my employees with wages as their sole compensation will do:**

☐ **ALL OF** or ☐ **PORCTIONS OF** the work, and the structure is not intended or offered for sale. (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of the property, who through employees' or personal effort, builds or improves the property, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the Owner-Builder will have the burden of proving that it was not built or improved for the purpose of sale.)

☐ I, as owner of the property, am exclusively contracting with licensed Contractors to construct the project (Section 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a licensed Contractor pursuant to the Contractors' State License Law.).

☐ I am exempt from licensure under the Contractor's State License Law for the following reason:



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**By my signature below** I acknowledge that, except for my personal residence in which I must have resided for at least one year prior to completion of the improvements covered by this permit, I cannot legally sell a structure that I have built as an owner-builder if it has not been constructed in its entirety by licensed contractors. I understand that a copy of the applicable law, Section 7044 of the Business and Professions Code, is available upon request when this application is submitted or at the following website:  
<https://leginfo.legislature.ca.gov/>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**WORKER'S COMPENSATION DECLARATION** I hereby affirm under penalty of perjury one of the following declarations:

☐ I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

Policy \_\_\_\_\_

☐ I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CERTIFICATE OF EXEMPTION FROM WORKER'S COMPENSATION DECLARATION

*This section need not be completed if the permit is for one hundred dollars (\$100) or less*

☐ I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

**WARNING: Failure to secure worker's compensation coverage is unlawful and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in Section 3706 of the Labor Code, interest and attorney's fees.**

## IMPORTANT NOTICE TO PROPERTY OWNER IF APPLYING AS OWNER-BUILDER

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified at \_\_\_\_\_. We are providing you with an Owner-Builder Acknowledgment and Information Verification Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. **We will not issue a building permit until you have read, initialed your understanding of each provision, signed, and returned this form to us at our official address indicated.** An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority.

**OWNER'S ACKNOWLEDGMENT AND VERIFICATION OF INFORMATION DIRECTIONS:** *Read and initial each statement below to signify that you understand or verify this information.*

(initial)	1. I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
(initial)	2. I understand building permits are not required to be signed by property owners unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
(initial)	3. I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
(initial)	4. I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
(initial)	5. I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.



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(initial)	6. I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and contribute to unemployment compensation for each "employee." I also understand my failure to abide by these laws may subject me to serious financial risk.
(initial)	7. I understand under California Contractors' State License Law, an Owner-Builder who builds single-family residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.
(initial)	8. I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.
(initial)	9. I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800- 321-CSLB (2752) or <a href="http://www.cslb.ca.gov">www.cslb.ca.gov</a> for more information about licensed contractors.
(initial)	10. I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the following address:
(initial)	11. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner- Builders as well as employers.
(initial)	12. I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form. Licensed contractors are regulated by laws designed to protect the public. If you contract with someone who does not have a license, the Contractors' State License Board may be unable to assist you with any financial loss you may sustain as a result of a complaint. Your only remedy against unlicensed Contractors may be in civil court. It is also important for you to understand that if an unlicensed Contractor or employee of that individual or firm is injured while working on your property, you may be held liable for damages. If you obtain a permit as Owner-Builder and wish to hire Contractors, you will be responsible for verifying whether or not those Contractors are properly licensed and the status of their workers' compensation insurance coverage.

**Before a building permit can be issued, this form must be completed and signed by the property owner and returned to the agency responsible for issuing the permit. Note: A copy of the property owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: The following Authorization Form is required to be completed by the property owner only when designating an agent of the property owner to apply for a construction permit for the Owner-Builder.*

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

*Excluding the Notice to Property Owner, the execution of which I understand is my personal responsibility, I hereby authorize the following person(s) to act as my agent(s) to apply for, sign, and file the documents necessary to obtain an Owner-Builder Permit for my project.*

Scope of Construction Project (or Description of Work): \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Agent Address: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Note: A copy of the owner's driver's license, form notarization, or other verification acceptable to the agency is required to be presented when the permit is issued to verify the property owner's signature.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_