



COMMERCIAL ROOF REPAIRS/REROOFING

The purpose of this guide is to assist you in the permit process for your project. This handout is intended as a basic plan submittal under the 2015 International Building Code. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional and/or more detailed plans may be required.

EXISTING ROOF

When an existing roof requires repairs or replacement due to age, damage, or unforeseen events, the 2015 International Building Code governs requirements for those repairs.

REROOF

Reroofs shall be treated separately from new roofs. New roofs shall meet the requirements of chapter 15 of the 2015 International Building Code.

POLICY

- The permit holder shall print and post the approved permit before work begins and display the permit at the approved site until final inspection has been approved.
- For cedar shake reroofs, please contact the Building Division. Applicant must provide manufacturer's specification sheets to verify material is minimum Class "C" fire-resistive compliant.
- Used materials are not acceptable. Materials shall be delivered in packages bearing the manufacturer's identifying marks and approved testing agency label required. Bulk shipments of materials shall be accompanied by the same information in the form of a certificate or bill of lading from the manufacturer.
- Materials removed from one roof cannot be reused on any other roof. Harvested material shall be considered used material and are not allowed in the City of Centennial.

SUBMITTAL REQUIREMENTS

- Design criteria for the City of Centennial:

Ground Snow Load	Wind Design				Seismic Design Category	Subject to Damage From			Winter Design Temp	Ice Barrier Under-layment Required	Flood Hazard	Air Freezing Index	Mean Annual Temp
	Speed (mph)	Topographic affects	Special wind region	Wind-borne debris zone		Weathering	Frost Line Depth	Termite					
30 psf	115 mph	NO	NO	NO	B	Severe	36 in.	Slight to Moderate	1	NO	08/01/97	1000	45°F



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- Provide a plot plan (can be a Google topographic map) to depict the area(s) of the roof that is included in the scope of work.
- Supply manufacturer's specification sheets for the material that will be used, to include approved fastening methods and installation standards.

INSPECTIONS

- Virtual inspections are available for mid-roof and final roof inspections.
- **Mid-roof inspections are required for all roofs.**
- For a mid-roof inspection, complete tear off must be complete, all underlay must be complete, and new material shall be installed between 25-75% complete.
- For all inspections it is the sole responsibility of the permit holder to provide and set up an OSHA compatible ladder(s), in an OSHA compliant manner (see below).
- Ladder(s) shall be set up in a manner to access all levels of the roof.
- Centennial inspectors do not supply, set up, move, or take down ladders.

Portable Ladder Safety



Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.



3-Point Contact

- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
 - Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
 - Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
 - Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
 - Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
 - Do not move or shift a ladder while a person or equipment is on the ladder.
 - An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
 - The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
 - A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
 - Be sure that all locks on an extension ladder are properly engaged.
 - Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.

