

# RE-ROOF RESIDENTIAL PERMIT REQUIREMENTS

## CITY OF PLANO BUILDING INSPECTION DEPARTMENT

**CONSTRUCTION DOCUMENT SUBMITTALS:** One (1) copy of a permit application form must be completed.

**FEE:** Refer to the fee schedule for applicable fees

**MATERIALS AND REQUIREMENTS:** Reference 2003 IRC – R902, R905 & R907 as amended Ordinance 98-3-335

1. Not more than **one overlay** of **asphalt** shingles shall be applied over **an existing asphalt shingle roof**.
2. Where the existing roof covering is **wood shake, slate, clay, cement or asbestos-cement tile**, it must be removed before new roof covering is applied. Exceptions see IRC 907.3
3. No **unpackaged shingles** (seconds) are to be used.
4. Replace all **rotten decking or rafters** as needed.
5. **All Individual** replacement **shingles or shakes** shall be a minimum **Class C**. (R902.3)  
Roof systems in place prior to January 18, 1988: See City of Plano Amendment 2003 IRC R905.1
6. Metal panel, metal shingle and concrete and clay tile roof coverings require installation of non-combustible underlayment.
7. Solid wood decking is required for all wood shingle, shake roofs (See Local Amendments).

### NOTE:

1. **Homeowner** who is performing the work himself/herself, and if the property is his/her homestead, is not required to register as a general contractor.
2. If the valuation of work on the permit application is **\$10,000 or greater**, the general contractor is required to provide the name of a registered **solid waste subcontractor** at permit submittal.
3. There are two (2) inspections required:
  - a. **A pre-roof inspection** – is required of all materials to be used prior to the start of the installation. This inspection is to verify that materials comply with code regulation.
  - b. **A partial final inspection** – is required on metal panel, metal shingle, and concrete and clay tile roof covering to check underlayment.
  - c. **A final inspection** – to verify that materials were properly installed and comply with code regulation. Effective 6-1-2003 a final inspection will now also require an attic inspection to verify vent piping thru the roof, rafters in position and water heater and a/c exhaust vents reinstalled properly.
4. Re-roof work not exceeding 25% of the roof does not require a permit.
5. Please contact Homeowner's Association for additional requirements from Deed Restrictions and Covenants.



**CITY OF PLANO**  
**CERTIFICATION OF FINAL ROOF INSTALLATION**

As a measure to ensure the safety of your home, a roof permit is required on all re-roof projects. The City of Plano provides a final roof inspection as a part of your roof permit. The Final Roof Inspection consists of:

- Attic inspection to verify vent piping thru the roof
- Rafters in position
- Water heater and furnace exhaust vents reinstalled properly.

If you choose to waive the City of Plano from performing this inspection, then you must certify that the inspection has been performed by your roofing contractor. Fax completed form to (972)941-7177.

Project Address: \_\_\_\_\_ Permit number: \_\_\_\_\_

I certify that my roofing contractor has completed a final roof inspection consisting of an attic inspection to verify vent piping thru the roof, rafters in position, and water heater and furnace exhaust vents reinstalled properly.

PRINT NAME: \_\_\_\_\_  
(Homeowner)

SIGNATURE: \_\_\_\_\_  
(Homeowner)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me

\_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_.

Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose names (s) is (are) subscribed to this instrument, and acknowledged that he (she/they) executed it.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
Notary's Name (Print)

My commission expires: \_\_\_\_\_



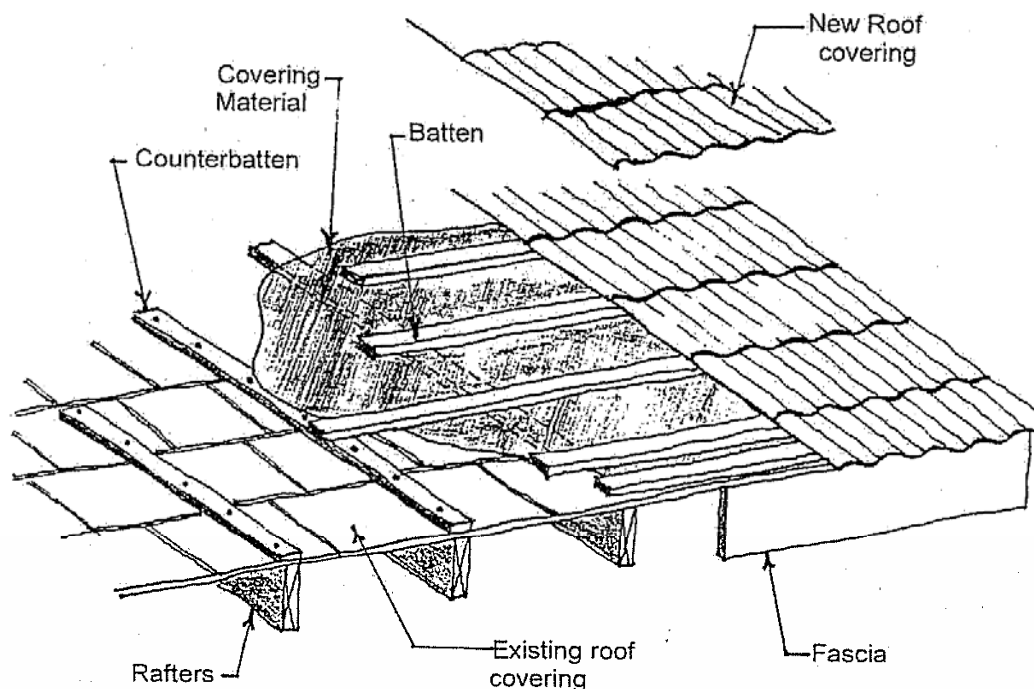
**Section R907.3 Recovering versus replacement.** New roof covering shall not be installed without first removing existing roof covering where any of the following conditions occur:

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 building's 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 R 907.4

**Section 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.



[Back to Index](#)

