



**City of Olympia
Community Planning and Development
Building Division (Bulletin #09-18)**

Subject: Residential Reroof Inspection Requirements

(International Residential Code (IRC), Section R109.1.5 & Chapter 9 of the IRC)

The goal of this bulletin is to clarify the requirements of the Residential Building Code pertaining to reroof code compliance. This bulletin outlines the inspection requirements for residential reroof permits as they pertain to tear-off and re-roof operations of overlay re-roof applications.

Inspection, access and final follow up including closure to issued permit/s is required. The IRC indicates that the person performing the work shall provide access to the area being inspected. This inspection can be performed in the following ways:

- Through **pictures** or **video film**. The roof area removed shall be thoroughly photographed or videotaped in order to demonstrate that the material types, condition of existing materials, underlayment, and heat producing appliance clearances and flashing are properly installed.
- The inspection must be represented by an **adult** or as otherwise arranged by the inspector if no one is on site.

Flexibility is at the forefront of inspection process for every residential reroof; inspection staff is willing to work with your schedule or make specific arrangements to ensure our teams work together and complete these required inspections. The steps below outline the details of the inspection processes.

Residential Reroof:

- A. **Tear-off of existing roof** (removal of roofing to the wood deck or beyond) or;
- B. Covering not more than **one layer** of existing roofing materials as allowed by the International Residential Code, Section R901. The covered layer must be reasonably free of debris and organic matter.

The inspection for a **tear-off** process includes:

- i. Tear-off inspection includes visual or pictorial/video inspection of the tear-off and replacement of underlayment wood structure (plywood or skip-sheathing for rot and/or short-nailing).
- ii. Visual or pictorial/video inspection of penetrations (chimney, mechanical and plumbing vents proper clearances and application of weatherproofing will apply).
- iii. Visual or pictorial/video inspection of flashing/s (walls, chimney, crickets, ice diverters, vents etc. . . .)

- C. Follow up of corrections if any from Inspection step “A or B” as necessary.
- D. Final inspection (gutters; downspouts; and flashing) **visual** from ground. Scheduled inspection requires representation by the contractor, homeowner or other authorized representative. If pictorial/video evidence is to be used, you must arrange the acceptance of such inspection evidence with the inspector.

Note:

Projects **are not** required to wait or delay continued work for a pending inspection or for weather issues at any time. Approval to cover up the roof deck before inspection is permitted due to scheduling considerations or an impending inclement weather forecast or current changing weather conditions. This may be done at the discretion of the person/s or company performing the work. If the roof deck is covered and the inspector is not present; photographic or video evidence shall be made as noted above and made available to the inspector when they arrive which demonstrates the underlayment/plywood, vent penetration clearances for heat producing equipment, flashing/s and nailing/staple applications to ensure the inspector can confirm proper code compliance. The photographic or video documentation shall also include a picture of the structure from the front with the address visible; as the information is presented and discussed with your inspector; they will provide a signature on the permit card and the evidence will be placed into the file for the subject property as part of the permanent property record.

You are encouraged to contact your inspector the morning of your tear-off to discuss any questions you may have and the schedule of your project. This will enable you and the inspector to be on the same page and coordinate the review of the conditions and specific requirements and to ensure the inspection is performed adhering to your schedule.

Inspection may be scheduled by using the Building Permit Portal or by calling the City of Olympia CP&D to schedule this inspection at (360) 753-8314.