



**City of Olympia  
Community Planning and Development  
Building Division (Bulletin #10-18)**

**Subject: Commercial Reroof Inspection Requirements**

(International Building Code, Section 110.3.8 & Chapter 15)

This bulletin outlines the inspection requirements for Commercial reroof permits. The permit holder is responsible for adhering to all procedures outlined within this bulletin and shall provide access to the area being inspected. The inspection shall be represented by an adult representative or as otherwise arranged by the inspector and permit holder. The inspector will perform a visual inspection while exercising appropriate safety precautions.

Whether your roof project includes a complete reroof including a tear off or overlay of a single roof layer; it is required to be permitted and inspected. The steps below outline the details of the inspection process.

**Commercial Reroof:**

- A. Tear-off or Overlay of existing roof** (removal of roofing to the wood deck or; covering not more than one layer of existing roofing materials as allowed by the International Building Code, Chapter 15 and manufacture's specifications.

This inspection includes:

- i. Visual inspection of the tear off underlayment wood structure (plywood or skip-sheathing for rot or short nailing) If overlay, the inspector will look at the existing roof covering for cleanliness and preparation of reroof materials to be applied. **Note:** the inspector may require repairs to be made or materials to be removed ([see step "B"](#)).
- ii. Visual inspection of penetrations (mechanical and plumbing platforms and vents proper clearances and application)
- iii. Visual inspection of flashing (walls, chimney, crickets, ice diverters, vents).

- B. Follow up** of corrections if any from Inspection step "A" (this is at the discretion of the inspector during step "A" inspection process).

- C. Final inspection** (gutters; downspouts; and flashing) Visual from ground.

**Note:** Approval to cover up before inspection will only be permitted "due to inclement weather conditions" but will not negate an in progress inspection.

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.