



## COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

411 Main Street, 2<sup>nd</sup> Floor | P.O. Box 3420, Chico, CA 95927  
(530) 879-6700 | [www.chicoca.gov](http://www.chicoca.gov)

### Reroofing Questionnaire and Instructions

**Instructions:** Complete form. Read the inspection procedures. Complete and sign the declaration at the bottom of the form and fill out a building permit application.

Owner Name \_\_\_\_\_ Permit # \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

Property Address \_\_\_\_\_

1. One permit per building required. Number of buildings to be reroofed \_\_\_\_\_

Will the roof be done in sections: ☐ YES or ☐ NO

(If YES, additional inspection fee of \$50.00 required per additional inspection).

2. Square feet of roof area per building ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) ( \_\_\_\_\_ ) Class of roof: A B C NR

3. Roof pitch(s) \_\_\_\_\_ Evaluation Report No. \_\_\_\_\_ Contract price \$ \_\_\_\_\_

a. Specify type of roofing (i.e. Built Up, Composition Shingles, Tile, etc.) \_\_\_\_\_

b. Weight Per Sq. Ft. \_\_\_\_\_

c. Are you changing the type of roof material? ☐ YES or ☐ NO If so, type \_\_\_\_\_

d. If composition shingles: how many layers of composition shingles your roof have \_\_\_\_\_

e. Is the existing roof material being removed? ☐ YES or ☐ NO

f. Is the existing roof sheathing spaced or solid? \_\_\_\_\_

g. Will new roof sheathing be installed? ☐ YES or ☐ NO Thickness \_\_\_\_\_

h. Cool Roof required for non-residential roofs, where more than 50% or 2,000 sq. ft. reroofed, whichever is less. ☐ YES or ☐ NO If no, give reason \_\_\_\_\_

4. Roof Classification

a. Non-WUI: Class C

b. WUI: Class A

c. Cutsheets of the material are required and shall be submitted with your permit application.

5. Is there an existing PV system on the roof? ☐ Yes ☐ No

I have read the information outlined above. I understand my responsibilities. I agree to comply. I understand that a re-inspection fee applies if the job is not ready at the time of inspection. For permits issued to agent of the contractor: I agree to deliver a copy of this signed form to the license holder.

Date \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Email all documents to [buildingdocs@chicoca.gov](mailto:buildingdocs@chicoca.gov) or upload to the [Digital Plan Submittal Link](#).

## Inspection Procedures and Instructions

1. A building permit is required to reroof all structures within the city limits of Chico, except for maintenance or to seal leaks, or structures less than 120 sq. ft..
2. The applicant for a permit to reroof a building shall specify existing roofing material and replacement or overlay to be installed. Any alterations to the existing roof sheathing or framing shall also be described. Replacement or alteration of structural elements of the roof other than roof sheathing, are not covered.
3. When a built-up roof is proposed, the applicant shall provide documentation to demonstrate the proposed roof assembly has the proper class rating as required for the type of occupancy being reroofed, based on Cal Fire maps related to fire severity maps.
4. Reroofs on Registered Historic Homes require Planning approval prior to issuance. Planning approval may be required for reroofs on homes listed on the Historic Resources Inventory or located within the Landmark Overlay Zone."
5. Detached structures will be permitted separately.
6. Roofing must be installed in accordance with the manufacturer's installation instructions and Building Code. Most stringent code apply if there is a conflict.
7. Remove all dry rot or damaged wood. Replace with appropriate new material
8. On new plywood decks, a nailing inspection is required.
9. The roof and attic below will need proper venting, roof vents may be required in the inspection of the roof
10. Commercial roofs require the submittal of a Commercial Reroof Questionnaire uploaded with the application
11. Reroofs proposing heavier roofing materials will likely require an engineer's analysis with the application uploaded to the [buildingdocs@chico.ca.gov](mailto:buildingdocs@chico.ca.gov).
12. Provide a safe ladder for each inspection. Ladder must extend at least 36 inches above the edge of the roof, be erected, and ready for inspection.
13. If roof covering is to be removed or made smooth, down to sheathing, all removal and repair work must be completed and inspected PRIOR to applying any roofing material
14. After the reroofing is complete, schedule a final inspection via eTRAKiT with proper access provided.

## Inspections

Inspection requests shall be made online on the [City of Chico eTRAKiT](#), further information available on the [Building Inspection Information](#) page.

On the day of your scheduled inspection select [Today's Inspections page](#) is where you find the list of the days inspection and who your inspector will be, at the bottom of the page are the inspector's phone numbers. Please contact your inspector directly to further narrow your window of time.

Reroofing inspections shall be as follows, unless otherwise authorized or required by the building inspector or supervising inspector.

1. Reroofing or tear-off inspection:  
To be performed after the removal of overlay, before any roof covering is installed. The contractor shall visually verify prior to installation, and disclosure concerns immediately tot the building department prior to starting or continuing work.

2. Sheathing Inspection:

To be performed after new sheathing is installed and before it is covered up by the underlayment roofing material

3. Final roofing inspection

The inspector shall verify that the material is installed in accordance with the applicable code provisions and the terms of the listing. The inspector shall verify that the roof covering is a minimum Class B material. Other items checked at this time shall include fasteners, flashings, vents and drains

Email all documents to [buildingdocs@chicoca.gov](mailto:buildingdocs@chicoca.gov) or upload to the [Digital Plan Submittal Link](#).