

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 2015 IRC – R902, R904, R905 and R908 as amended Ordinance 2016-3-12

1. 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 908.3
2. No **unpacked shingles** (seconds) are to be used.
3. Replace all **rotten decking or rafters** as needed.
4. **All Individual** replacement **shingles or shakes** shall be a minimum **Class C**. (R902.1), see Ordinances 8902.1 for Accessory Structures.
5. Roof systems in place prior to January 18, 1988: See City of Plano Amendment 2015 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. There are two (2) inspections required:
 - a. **A partial final inspection** – is required on metal panel, metal shingle, and concrete and clay tile roof covering to check underlayment.
 - b. **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.
3. Re-roof work not exceeding 25% of the roof does not require a permit.
4. Please contact Homeowner's Association for additional requirements from Deed Restrictions and Covenants.

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The CITY OF PLANO makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the city. Copies of the CITY OF PLANO adopted codes and Zoning Ordinances can be found on the city website at www.plano.gov or at the CITY OF PLANO Municipal Center at 1520 K Avenue, Plano, Texas.



Building Inspections Department ~ 1520 K Ave, Suite 140 Plano, TX 75074 ~ 972-941-7140 fax 972-941-7187
www.buildinginspections.org ~ email address ~ buildingpermits@plano.gov
FM624RY003 REV. 04/11/16

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)941-7187 or email: buildingpermits@plano.gov.

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 am 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: _____

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