



Building & Property Standards

Bulletin 001**Version 090109****Residential Re-roofing****Purpose:**

The purpose of this bulletin is to inform permit applicants of submittal and key installation requirements for residential re-roofing work.

Applicability:

The information presented herein is applicable to all projects covered by the 2003 International Residential Code, particularly 1- and 2-family residential structures. This document may be updated periodically. Please check the department's web page to verify you have the current version of this document.

Submittal Requirements:

- Prior to submitting an application for permit, verify your contractor is properly registered to perform work within the Village of Oak Park by using the Registered Contractor Lookup feature on the following web page: http://www.oak-park.us/Building_and_Property_Standards/ContractorLookup.cfm
Please note that the contractor's registration must be in good standing at the time of application for any permit.
- If a contractor performs the work they must be a state-licensed roofer and the license number must be indicated on the permit application form.
- If a contractor performs the work a copy of their written proposal or contract must be submitted with the Application for Permit. The contractor's state license number must be listed on the contract or proposal form.
- For structures located within a Historic District, product information and/or samples may need to be submitted for review. For information, contact the Village's Historic Preservationist at 708-358-5417.
- A completed Application for Building Permit describing the area of work, i.e. house or garage and if partial or full re-roof to be performed, must be submitted.

Key Installation Requirements:

All work must be installed in compliance with the 2003 International Residential Code as locally amended. The following is a list of key installation requirements.

- New roof coverings shall not be installed over existing roof coverings where any of the following conditions exist:
 - The existing roof, roof covering or insulation is water-soaked.
 - The existing roof or roof covering is not adequate as a base for additional roofing.
 - The existing roof covering is wood shake, slate, clay, cement or asbestos-cement tile.
 - The existing roof has two or more layers of any type of roof covering.
- Existing aggregate surfacing materials shall not be reinstalled after removal.
- Existing slate, clay or cement tile may be reinstalled after removal if pieces are not damaged, cracked or broken.
- Existing vent flashing, metal edgings, drain outlets, collars and metal counter flashings shall not be reinstalled after removal if rusted, damaged or deteriorated.
- When the edge of the roof is less than three feet from the property line the roof coverings must carry an ANSI/UL 790 Class A, B or C rating. Check the manufacturer's product data sheet for this information.
- Upon complete tear off of existing roof coverings the following conditions must also be met:
 - Any rotted sheathing or structural members must be replaced.
 - An ice barrier that consists of at least two layers of underlayment cemented together or a self-adhering polymer modified bitumen sheet shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least 24 inches inside the exterior wall line of the building.
 - For roof slopes up to 4/12 two layers of underlayment shall be applied.
 - For roof slopes of 4/12 or greater, one layer of underlayment shall be applied.
 - Valley linings shall be installed in accordance with the manufacturer's installation instructions before applying shingles.
 - Enclosed attics and enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters shall be provided with cross ventilation for each separate space by ventilating openings protected against the entrance of rain or snow. The total net free ventilating area shall not be less than 1 square foot of opening to every 150 square feet of space ventilated. 50 to 80 percent of the ventilating area shall be provided at least three feet above eave or cornice vents with the remainder of the area provided by eave or cornice vents.