



Building & Property Standards

Bulletin 004**Version 090109****Re-roofing****Purpose:**

The purpose of this guideline is to define the procedure for the processing of Permit Applications for re-roofing projects involving membrane roofing systems (non-shingled roofs) of any slope.

Applicability:

This guideline applies to all re-roofing projects intending to cover existing membrane roof systems; including, but not limited to loose laid, ballasted, glue down or mop-down systems, a building permit shall not be issued until the existing roofing system is determined by the building inspector to be acceptable to receive an additional layer of roofing.

As applicable to membrane roofing systems, the building code states that new roof coverings shall not be installed without first removing all existing layers of roof coverings where either of the following conditions occur:

1. Where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof has two or more applications of any type of roof covering.

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.
- A completed Application for Mechanical Permit must be submitted.
- Furnace and Air Conditioning system replacements do not require a separate Electric Permit; however if new units (not replacing existing units) are installed, a separate Electric Permit is required.

Inspection Requirements:

- The manufacturer's written installation instructions must be available on site at the time of inspection.
- AS ONLY A FINAL INSPECTION OF THE INSTALLATION IS REQUIRED, IT IS HIGHLY RECOMMENDED THAT APPLICANTS CAREFULLY REVIEW THE REQUIREMENTS OUTLINED ABOVE FOR THE LOCATION OF VENT TERMINALS TO BE INSTALLED AS PART OF THEIR PROJECT PRIOR TO SIGNING ANY CONTRACT FOR THE WORK OR MAKING APPLICATION FOR PERMIT.
-
- The contractor shall request an on-site "feasibility meeting" to be scheduled with one of the building inspectors. Attendants required at the meeting shall include the building inspector, the contractor (as applicable) and the roofing contractor or subcontractor. It is mandatory that the roofing contractor or subcontractor be in attendance at the meeting to seal the roof core(s) watertight at the end of the meeting.
- During the feasibility meeting, the roofing contractor or subcontractor shall core the existing roof covering(s) in a location(s) acceptable to the building inspector to provide core samples representative of the existing roof covering(s).
- The building inspector shall visually inspect the core, to determine
 - The number of roofing layers currently on the roof deck.
 - If the existing roof covering(s), protection boards, insulation and other substrates are water soaked.
 - If the condition of the existing roof covering is adequate as a base for additional roofing.



Building & Property Standards

Bulletin 004**Version 090109****Re-roofing**

- Upon determination of the number of existing roofing layers and condition of the existing roofing and substrates, the building inspector shall document his/her findings on an inspection ticket indicating the following items:
 - The number of existing roofing layers.
 - The condition of the existing roofing and substrates.
 - Whether the existing roofing is approved for installation of an additional layer.

The pink copy of the inspection ticket shall be given to the roofing contractor or subcontractor for their record.

- The roofing contractor or subcontractor shall immediately seal the roof core(s) to a watertight condition.
- The contractor shall bring the original pink copy of the inspection ticket to the permit counter at the time of application for permit.
- Permit staff shall review the inspection ticket to determine the appropriate scope of work as follows:
 - If the building inspector has approved the existing roofing for the installation of an additional layer, the contractor may apply for permit for the re-roofing project without requiring tear-off of the existing roof covering(s).
 - If the building inspector has not approved the existing roofing for the installation of an additional layer, the permit application shall indicate that a “complete tear-off” of the existing roof coverings shall be performed.
- Unless there are extenuating circumstances, the roofing permit shall be issued over the counter so the contractor may immediately begin the work.