



Community Development  
Department

## REROOFING

### Permit Procedures:

1. Submit a completed permit application.
2. If a contractor is used, they must be licensed with the Village.

### Inspections Required:

The following inspections are required:

1. **Ice and Water Shield Inspection** (verify proper depth)
2. **Final Inspection** (verify the roof has been built in accordance with the approved plans.)

### Specifications:

1. No more than two roofing applications are permitted. **The existing 3/8" sheathing is no longer acceptable and must be replaced with 1/2" CDX Plywood minimum in all cases. If rafters are 24" on center, 5/8" plywood must be installed with spacers (plyclips) (\*IRC-R803.1).**
2. Corrosion resistant nails or staples shall be used, four (4) nails or staples per shingle (\*IRC-R905.2.5; R905.2.6).
3. When re-roofing, all damaged 1/2" or 5/8" roof sheathing must be replaced. New flashing shall be used where applicable (\*IRC-R905.2.8 (1)). **OSB sheathing is not allowed in roof applications.**
4. **Attic ventilation shall be as follows:** One square foot (1' sq.) of free vent area should be provided for every 150 square feet (150' sq.) of attic. A two and one quarter square feet (2-1/4') gable vent, with louvers and screening, would have one square foot (1') of free vent area. The required vent area can be reduced by half (1 to 300) if half of the vents are soffit vents in the eaves and the other half are at least three feet (3') off the attic floor (\*IRC-R806). Insulation baffles are required for eave venting.
5. **Shingles shall be installed as follows:** Slopes less than four inches (4") in twelve inches (12") but not less than two inches (2") in twelve inches (12"): Nominally double-coverage asphalt shingles may be installed on slopes as low as two inches (2") in twelve inches (12"), provided the shingles are approved self-sealing shingles. An ice barrier that consists of a self-adhering polymer modified bitumen sheet (ice and water shield), applied as required in \*IRC-R905, shall be used in lieu of normal underlayment and extend from the eave's edge to a point at least twenty-four inches (24") inside the exterior wall line of the building. Shingles shall not be used on roofs with slopes less than two inches (2") in twelve inches (12") (\*IRC-R905.2.2).
6. A drip edge shall be installed along the edges of all roofs (\*IRC -R905.2.8.5).
7. Please note Village Code 9-5-2-4 subsection R324 states:  
No permit shall be issued for new roofing unless the roofing material, as the case may be, on the entire structure is replaced. Where the structure consists of multi dwelling units, the improvement for all of the dwelling units shall be replaced at the same time whenever possible. Where the covenants and restrictions on the property require the exterior of the units to have consistent colors and materials, every attempt shall be made to match the

existing colors and materials. If the entire multi-family structure is not replaced at the same time, and subject to subsection D2 herein, a letter of approval is required by the other dwelling unit owners prior to the permit being issued. Where the multi-family building is a duplex with two individual owners each owner shall match the existing roof color and type of shingle as close as possible.

Exceptions: In addition to any other requirements contained herein, permits for partial replacement of roofing and/or siding in all structures may be allowed with written approval of the building official when the following conditions are met:

- a. A roofing evaluation report is submitted from ITEL Laboratories, Inc.
- b. The report shall indicate that the original product is still available.
- c. The report shall indicate that the color match is a 1 or 2 value on the roofing match chart.
- d. No less than one side of the roof is going to be replaced.

**References (revised 1/2023):**

\*IRC = International Residential Code (2018)

\*IBC = International Building Code (2018)

\*VC = Village Code