



## REROOF / TEAR-OFF POLICY

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING  
 DIVISION • 10300 TORRE AVENUE • CUPERTINO, CA 95014  
 (408) 777-3228 • [permitcenter@cupertino.gov](mailto:permitcenter@cupertino.gov)

PROJECT ADDRESS:		APN #	
OWNER NAME:	PHONE:	E-MAIL:	
STREET ADDRESS:	CITY, STATE, ZIP:	FAX:	
CONTRACTOR NAME:	LICENSE NUMBER:	LICENSE TYPE:	BUS. LIC. #
COMPANY NAME:	E-MAIL:	FAX:	
STREET ADDRESS:	CITY, STATE, ZIP:	PHONE:	

### **I UNDERSTAND AND AGREE TO THE FOLLOWING:**

- The re-roof project shall comply with all applicable provisions of the California Building Codes and Cupertino Municipal Code.  
 \*NOTE: PV/Solar removed from the existing roof to install new roofing will require a separate permit for re-installation of PV/Solar panels/system.
- Inspections can be scheduled online ([www.cupertino.org/aca](http://www.cupertino.org/aca)) or by calling (408) 777-3228 between 7:30am-3:30pm (Mon-Thurs) or 7:30am-2:30pm (Friday). **Roof Tear-Off, Roof Plywood Nail, and Roof Batten inspections are "On Call" inspections. You must first schedule an inspection for your requested date** and then call us after the phase of work is completed and you are at site ready for the inspection. We will then dispatch the inspector to the jobsite typically within one hour. The hours for this **On Call** service are: 7:30-10:30am and 1:00-3:30pm (Mon-Thurs) and 7:30-10:30am and 12:30-2:30 (Friday).  
 The **Final Building** inspections *are not performed on call* and once scheduled for a requested date, the requester will receive an email with the 2-hour time frame on the morning of the inspection.
- For **all** reroof inspections, safe ladder access to roof is to be provided per CAL OSHA requirements (<https://www.dir.ca.gov/dosh/etools/08-001/regs.htm>). Ladder side rails must extend to at least 3 ft. above the landing (roof surface) unless handholds are provided. The ladder shall be so placed as to prevent slipping, or it shall be tied, blocked, held, or otherwise secured to prevent slipping.
- A **Roof Tear-Off inspection is required**. All dry-rotted wood shall be replaced prior to this inspection. **All nails/fasteners shall be completely removed or knocked down** prior to this inspection.
- A **Roof Plywood Nail inspection is required** if new solid sheathing is installed. If solid sheathing is present on the existing roof at time of Roof Tear-Off inspection, a Roof Plywood Nail inspection will not be required.
- A **Roof Batten inspection is required** for the installation of tile or metal shingles when required by the manufacturer's installation instructions.
- No underlayment or roofing shall be applied without first obtaining all required inspection/s and documented approvals from the building inspector.** Failure to obtain inspection approvals will result in removal of all materials to sheathing to perform required inspections and a re-inspection fee will be charged. **The re-inspection fee shall be paid prior to scheduling another inspection.**
- A **Final Building inspection shall be obtained** from the building inspector when the reroofing is completed. To receive final sign-off, the following items will be required and verified:
  - Flat roofs shall have a minimum of ¼" per foot of slope and shall demonstrate no ponding.
  - Listings from approved testing agencies for all pre-manufactured products used shall be available on-site to review at time of the inspection. Note: Verification of class "A" fire rating may be requested by building inspector.
  - Spark arrestor installation, double wall flues have not been cut and 1" min. clearance to roof sheathing, plastic vents are painted with water based synthetic latex paint, gutters/downspouts installed, and verification of **NO** PV/Solar previously installed and/or the required PV/Solar permit for re-installation. All construction debris is to be removed.

**NOTE: City of Cupertino does NOT allow copper roofing or copper architectural materials.**

I certify each of the following is true: I am the property owner *or* authorized agent to act on the property owner's behalf. I understand and agree to comply with the reroof policy stated above. I understand that smoke detectors and carbon monoxide detectors are required to be installed in accordance with Sections R314 and R315 of the California Residential Code for **Final Building** sign off.

Signature of Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_