



TECHNICAL BULLETIN
Planning & Development Services
Building Inspections Division

TOPIC: Permits & Inspections for Roofing Replacement

This Technical Bulletin provides contractors and citizens with the requirements for permits and inspections for **Roofing Replacements** in the City of Arlington. A permit is required for all roofing replacements affecting 10% or more of the total roofing area of a structure. A contractor desiring to secure a permit to replace or install the roof on any residential or commercial structure must be registered with the City of Arlington.

Roof decks. For roof decks that do not comply with the span tables in the currently adopted building codes, up to 50% of damaged deck panels or lumber may be replaced with matching thickness if the roof covering is being replaced with similar materials. If replacing more than 50% of the roof deck due to damage, the entire roof deck must comply with the current span tables.

Plan Review and Permitting:

1. Submit application w/worksheet. Plan review fees are required for commercial projects at the time of application
2. Upon approval of plan review, contractor will be notified that permit is “Approved for Issue” and permit may be picked up and posted on the job site. Permit will not be issued until the approved documents have been picked up by the applicant or their listed agent.

Fire Department Operational Permit:

The application of roof coverings with the **use of an open flame** will require an Operational Permit from the Fire Department. Permits may be obtained from Fire Prevention Offices located at 405 W. Main Street. For questions call (817) 459-5535.

Inspections:

To get an inspection on the same day, the inspection must have been requested no later than 7:00 am. Requests for inspection received after 7:00 am are scheduled for the next working day. The 24/7 inspection request line is (817) 261-8817. When requesting inspections please provide the job address, the specific type of inspection requested, your name and phone number. For Tile, Metal and Specialty Roofing a complete copy of the manufacturer’s specifications and installation instructions must be on the site and available to the installers and the building inspector.

1. *Insulation inspection* - If insulation is installed above deck, insulation inspection is required at some stage of the insulation installation prior to concealing the insulation. The insulation and R-value of the insulation and/or the insulation packaging must be verified by the inspector.
2. *Final inspection* – The inspector will verify the following:
 - a. Verify that no more than 1 existing layer of asphalt or composition shingles have been covered over.
 - b. Visual inspection from the attic to verify that all plumbing vents and/or flue gas exhaust vents have not been covered and/or displaced. The roofing affidavit may be used instead of having the inspector perform the attic inspection.
 - c. Visual inspection for any possible puncture situations for CSST gas piping if existing on the job.
 - d. Visual inspection from the exterior to verify that vent flashing, metal edgings, drain outlets, collars and metal counter flashings have been replaced if necessary.



REROOFING WORKSHEET
 To be completed for roofing replacement projects and submitted with application for permit

ADDRESS: _____

Check only one: Single Family/Duplex Commercial (Includes multifamily)

Check only one type of roof:

- Sloped roof with attic below; Slope ___ / 12
- Flat (low slope) roof without attic below; Slope ___ / 12
- Note: if this box is checked then please check one of the following:*
 - None of the occupied space is heated and/or cooled
 - Some or all of the occupied space is heated and/or cooled
- Flat roof or roof/ceiling assemblies; Slope ___ / 12
- Note: if this box is checked then please check one of the following:*
 - None of the occupied space is heated and/or cooled
 - Some or all of the occupied space is heated and/or cooled

Check one only for the existing roof covering	Check one only for the replacement roof covering
<input type="checkbox"/> Asphalt/fiberglass shingles	<input type="checkbox"/> Asphalt/fiberglass shingles
<input type="checkbox"/> Wood Shingles/Wood Shakes	<input type="checkbox"/> Wood Shingles/Wood Shakes
<input type="checkbox"/> Clay and/or concrete tile	<input type="checkbox"/> Clay and/or concrete tile
<input type="checkbox"/> Metal Roof Shingle	<input type="checkbox"/> Metal Roof Shingle
<input type="checkbox"/> Mineral-surfaced roll roofing	<input type="checkbox"/> Mineral-surfaced roll roofing
<input type="checkbox"/> Slate	<input type="checkbox"/> Slate
<input type="checkbox"/> Built up	<input type="checkbox"/> Built up
<input type="checkbox"/> Metal roof panel	<input type="checkbox"/> Metal roof panel
<input type="checkbox"/> TPO	<input type="checkbox"/> TPO
<input type="checkbox"/> Sprayed polyurethane foam roofing	<input type="checkbox"/> Sprayed polyurethane foam roofing
<input type="checkbox"/> Liquid-applied coatings	<input type="checkbox"/> Liquid-applied coatings

Do you intend to remove all of the existing layers: ___ YES ___ NO

Are you replacing and/or installing decking? ___ YES ___ NO

Are you installing insulation above or directly below the roof decking? ___ YES ___ NO

If yes, what R-value will you install? R-____ (Above the deck) R-____ (below the deck)

NOTE: Based on some answers additional information may be required.