



*"Delivering Excellence"*

**Residential & Commercial Roofing Application**

Application Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Project Site Address: \_\_\_\_\_

**Project Owner Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Contractor Information:**

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ City License #: \_\_\_\_\_ State License: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**Project Construction Information:**

**Construction Type:**    \_\_\_ Re-Roofing    \_\_\_ Residential Complete Tear-off New Roof

\_\_\_ Residential – Overlay Existing

\_\_\_ Repair more than 25%

\_\_\_ Re-Roofing Commercial

\_\_\_ Commercial Complete Tear-Off

\_\_\_ Commercial – Overlay Existing

\_\_\_ Repair more than 25%

\_\_\_ If overlay, have cores to the roof been taken, and if so have they been given to the building inspector.    \_\_\_ Yes    \_\_\_ No



Please refer to IRBC 908.3.1 & 908.3.1.1 for when re-roofing is allowed. See below.

**Roof Drainage:**

Existing gutters & downspouts       New gutters and downspouts       existing scuppers  
 New scuppers

Total Square Footage of Project: \_\_\_\_\_

Repair Area Sq. Feet: \_\_\_\_\_ (cannot exceed 25% of Total roof area)

Existing Roof Covering: \_\_\_\_\_

Roof Slope: \_\_\_\_\_:\_\_\_\_\_

New Material:  3-tab Shingles       Metal       Shake & Wood Shingles       Tile

Other: \_\_\_\_\_       Commercial Roof System: \_\_\_\_\_

Flat Roofing Material:  Rolled       Other: \_\_\_\_\_

**Project Construction Value:**    \$ \_\_\_\_\_

I hereby certify that all work, for which this application is submitted, will be done in accordance with the terms of the above agreement and in accordance with the Codes and Laws of the City of Independence, Kansas.

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**Building Inspector Contact Information:**

**Phone:**            620.332.2541  
**Mobile:**         620.330.0056  
**Fax:**              620.332.2528



**Homeowner Election to Do Own Work:**

Agreement for unlicensed, uncertified person to do their own work on an owner-occupied dwelling. In accordance with the above referenced Building Code, I, \_\_\_\_\_ Hereby request authorization to do my own work on a one or two family dwelling, located \_\_\_\_\_, Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_, which is existing or in the process of being newly constructed.

It is understood and I agree that this authorization is contingent on the fact that I shall personally purchase all materials to be used, in this work, and I shall personally perform all labor in connection therewith. It is further understood and agreed that as permittee and/or Owner, I shall not allow any person to do or cause to be done and work under a permit secured myself, unless such person is a licensed, certified and bonded contractor or master contractor of the said type of work performed.

I hereby certify that all work, for which this application is submitted, will be done in accordance with the terms of the above agreement and in accordance with the Codes and Laws of the City of Independence, Kansas.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exclusions of Owner Performed work:**

- The Following are area of work that cannot be performed by an Owner, these items will need to be performed by a licensed contractor of that particular trade:
- Installation of gas lines and connects thereof to any heating appliance and or cooking appliance.
- Installation of a permanent heating appliance (regardless of what type)
- Installation of an electrical service panel, disconnect or electrical service entrance.
- Main electrical branch and secondary branch circuits. Wiring may be installed by the owner; however, a licensed electrician shall make all connections within the electrical panel, disconnects, receptacles and switches. All connections shall be certified by said electrician shall be provided to the Building Inspections Department.

**Required Inspections:**

The following inspections are required for residential construction projects within the City of Independence. When your project is ready for an inspection, you may call (620) 332-2541, before 4:00PM the day prior to that requested for the inspection.



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**R908.3 Roof replacement.**

Roof replacement shall include the removal of existing layers of roof coverings down to the roof deck.

**Exception:** Where the existing *roof assembly* includes an ice barrier membrane that is adhered to the roof deck, the existing ice barrier membrane shall be permitted to remain in place and covered with an additional layer of ice barrier membrane in accordance with Section R905.

**R908.3.1 Roof recover.**

The installation of a new roof covering over an existing roof covering shall be permitted where any of the following conditions occur:

1. Where the new roof covering is installed in accordance with the roof covering manufacturer's approved instructions
2. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.
3. Metal panel, metal shingle and concrete and clay tile roof coverings shall be permitted to be installed over existing wood shake roofs where applied in accordance with Section R908.4.
4. The application of a new protective roof coating over an existing protective roof coating, metal roof panel, metal roof shingle, mineral surfaced roll roofing, built-up roof, modified bitumen roofing, thermoset and thermoplastic single-ply roofing and spray polyurethane foam roofing system shall be permitted without tear-off of existing roof coverings.

**R908.3.1.1 Roof recover not allowed.**

A roof recover shall not be permitted where any 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 covering is slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

**R908.4 Roof recovering.**

Where the application of a new roof covering over wood shingle or shake roofs creates a combustible concealed space, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber or other approved materials securely fastened in place.

**R908.5 Reinstallation of materials.**

Existing slate, clay or cement tile shall be permitted for reinstallation, except that damaged, cracked or broken slate or tile shall not be reinstalled. Any existing flashings, edgings, outlets, vents or similar devices that are a part of the assembly shall be replaced where rusted, damaged or deteriorated. Aggregate surfacing materials shall not be reinstalled.

## Frequently Asked Questions:

- |  |                   |
|--|-------------------|
| 1. Is a permit required to re-roof my house?     | <b>YES</b>        |
| 2. May I, as a homeowner, do the re-roof myself? | <b>YES</b>        |
| 3. Will my roof be inspected?                    | <b>YES</b>        |
| 4. How many layers of roofing are allowed?       | <b>2 – layers</b> |
| 5. May Nail guns be used?                        | <b>YES</b>        |

### Shakes and Wood Shingles

- Felt interlace on shakes shall be 18" type 30 installed at twice the weather exposure of the material. Example: 24" shakes with 10" exposure, felt is applied at 20" from the butt.
- Install type 30 felt under hip and ridge.
- Replace any damaged or rusted metal.
- Starter course at eaves shall be doubled.
- Minimum shake width of 4" required.
- Offset gaps from course to course with a minimum 1 1/2" side lap.
- Provide a 1/4" to 3/8" gap for shingles.
- Provide a 3/8" to 5/8" gap for shakes.
- Step flashing must be interlaced at roof to sidewall junctions.
- Raise flashing at jacks vents and sidewall junctions.
- For hip and ridge caps double the first cap and alternate the overlaps. 10" exposure for 24" shakes and 7 1/2" for 18".
- A minimum 1 1/2" edge and 1" eave overhang is required. Two fasteners per shake/shingle 1" in from edge 2" up from exposure line.
- Shakes/shingles in valleys must be angle cut.
- Limit the number of exposed fasteners.
- Defective shakes, i.e. bark, knots, curling and thin areas are not permitted.

### 3 Tab or Laminate Shingles

- A cricket or saddle shall be installed on the ridge side of any chimney greater than 30" inches wide.
- A starter course with factory adhesive at the eave line or a manufactured starter with a tar sealant is required.
- Fasten with 4 nails per strip shingle and 6 nails in high wind areas. Do not nail into the factory applied adhesive. Locate fasteners per manufacturer's instructions.
- There should be no tab offset joints closer than 4" between adjacent rows.
- Raise all roof jacks and vents so that shingles are underneath the lower edge of the flange -- shingle over the top and sides at least past the point of roof penetration. Fasten down the lower edge.
- At roof to vertical junctions, shingle under the flashing.
- At sidewall junctions, provide sealant unless the re-roof is a tear-off, then re-interlace with step flashing.
- An edge and eave overhang of 3/8" - 1/2" is required.
- Closed, woven or open valleys must be properly installed.
- Replace any damaged or rusted metal.
- Nail heads must be flush with shingle surface, not penetrating the shingles or above shingle surface.

### Interlocking

- A starter course is required.
- Nails & nail placement must be per manufacturer's specifications.
- Raise flashing at all jacks, vents and roof to vertical junctions.
- Hand seal with roofing adhesive or face nail gable and rake edges.
- Hand seal loose tabs at valleys. Closed valleys are not allowed.
- A maximum 5" exposure for hip and ridge caps is allowed.
- An edge and eave overhang of 3/8" - 1/2" is required.

### Tile, Metal & Special Roofs

- An engineered analysis of the roof structure is required if the roofing material type exceeds 7.5 pounds per square foot.
- These roofs must be applied as per manufacturer's specifications.
- A mid roof inspection may be required.
- A complete copy of the manufacturer's specifications and installation instructions must be on site and available for the installers and the building inspector.

### Rolled Roofing

- Some rolled roofing is allowed for low slope roofs with a pitch as low as 2:12.
- Some rolled roofing may be used on a slope as low as 1:12 if it is installed using the concealed nail method or the double coverage method as per the manufacturer's installation instructions.
- For low slope applications, please contact your Building Department.
- An edge and eave overhang of 3/8" - 1/2" is required.

**It is recognized that it may not be possible to satisfy all specific rules and regulations in all cases, particularly when re-roofing. If you have questions please call your Building Department.**