



Town of Tiburon

1505 Tiburon Boulevard

Tiburon, California 94920

(415) 435-7380 | building@townoftiburon.org

RESIDENTIAL RE-ROOFING SELF-INSPECTION AGREEMENT FOR C-39 CONTRACTORS

ADDRESS: _____

PERMIT NUMBER: _____

RE-ROOF PERMIT SUBMITTAL INSTRUCTIONS

INITIAL EACH ITEM:

- Provide a completed building application, including worker's compensation insurance information declaration.
- Submit a site plan which includes a current, satellite view of the structures to be re-roofed. On the site-plan, provide the address, complete description of the work specifying the type of roofing system to be installed (Manufacturer/Model), pitch, square footage, an image of the re-roof color, and plan preparer's signature.
- Testing and evaluation report showing Class "A" Assembly for each type of roof material
- Submit application, site plan, testing and evaluation report, and agreement to building@townoftiburon.org.

At the end of the project, you will be required to submit a signed self-certification letter along with in-progress/final photos. You must show in your self-certification letter how your roofing materials and installation methods comply with the requirements for Class "A" roof assemblies. Reference to relevant sections of the evaluation testing reports and manufacturer installation instructions will be required in your certification letter to prove the Class "A" fire resistive assembly.

You must address each of the inspection points A through H in your self-certification letter.

Please initial each line item after reading to indicate your agreement.

- A. Roof decking has been prepared by repairing any minor sheathing and nonstructural framing damage such as rafter tails, and all roof sheathing is nailed correctly. Any overlay roofing does not cover more than 1 existing roof and existing roof has been cleaned and prepared adequately for the overlay.
- B. Any "hot" type B gas appliance vents are fixed in position a minimum of 1 inch from all combustible material, have not come loose from the appliance, and extend a minimum of 12 inches above the roof surface. for added built up roof slope or insulation, any plumbing vents must also extend a minimum of 6 inches above the final roof material.

- C. All skylights, fireplaces, or curbs over 30 inches wide have a cricket sloping ¼ inch per foot to drain, and all horizontal or flat roof sections and dutch gutters are sloped ¼ inch per foot minimum to drain.
- D. All underlayment, fire resistive paper or board and all roofing materials to meet type “A” assembly requirements, are installed in accordance with manufacturer’s installation instructions, and the applicable testing service reports (note ER # and section #'s and attach the evaluation report to the certification letter).
- E. Roofing materials extend a minimum of 2 inches up under wall flashing and/or wall waterproofing materials/paper and as required by testing service reports or manufacturer’s installation instruction.
- F. All removed insulation is replaced.
- G. Attic ventilation is provided at 1 sq ft for each 150 sq ft of attic space or 1 sq per 300 sq ft of attic space when installed in upper third and lower third of roof, and all roof vents are wildland-urban interface fire area approved for buildings constructed after July 1, 2008.
- H. All reroofing work is completed in accordance with the minimum requirements of the 2022 California residential Code. No work exceeding the scope of simple reroofing and minor repair, or a permit revision was obtained. Work requiring a permit revision and additional inspections includes structural framing repairs, added roof framing or sleepers, added insulation layer, or new sheathing.

FINAL BUILDING REVIEW REQUIRED: ALL DOCUMENTS ARE TO BE ELECTRONICALLY SUBMITTED FOR REVIEW.

After we receive your in-progress/final photos and certification letter, the building official will complete a final document review to verify colors and the completeness of the reroof project. An email will be sent to you with the building inspection result.

I hereby certify that I have read and understand the above requirements to provide a self-certification letter with supporting documents prior to scheduling a final building inspection, and understand failure to do so will result in permit extension fees, citations and other code enforcement remedies against this property and understand that any future reroof projects completed under my contractor’s license will not be allowed to self-certify.

CONTRACTOR’S NAME

LICENSE NUMBER

CONTRACTOR’S SIGNATURE

DATE