

ROOFING REQUIREMENTS

IF A DUMPSTER IS REQUIRED FOR THE PROJECT, IT WILL NEED TO BE ON PRIVATE PROPERTY AND REMOVED PROMPTLY AFTER THE PROJECT HAS BEEN COMPLETED.

GENERAL

All roofs shall comply with Ordinance 2014-46 and the International set of Codes.

CONTRACTOR LICENSE REQUIRED

It shall be unlawful to engage in business in the Village of Bartlett as a building contractor without first having obtained a building contractor license. A current state roofers license is required.

A homeowner is not required to be licensed as a subcontractor or a general contractor to construct, demolish, rehabilitate, alter or repair his or her own roof. A homeowner will need to be in compliance with BBC 9-4-2F.

LICENSED CONTRACTOR

Names of licensed subcontractors and general contractors are on file in the Building Department and Village's Main Office.

FLUES

All mechanical flues that extend above the roofline shall be covered with decorative flue housing or of the same material used on the exterior sides of the house. BBC 9-11-2.

ROOFING CONSTRUCTION GUIDELINES

1. New roof coverings shall not be installed without first removing existing roof coverings when any of the following conditions occur:
 - A) When the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not acceptable as a base for additional roofing.
 - B) When the existing roof covering is wood shake, slate, clay, and cement or asbestos-cement tile and or steel.
 - C) Where the existing roof has two or more applications of any type of roof covering.
2. When re-roofing you cannot reduce any existing roof ventilation. (This would include, eaves, gables and existing roof vents.)

- A) The minimum roof ventilation shall not be less than 1 to 150 of the area of space ventilated and may be reduced to 1 to 300, provided that at least 50 percent and not more than 80 percent of the required ventilating area is provided by ventilators located in the upper space of the roof above the eave or cornice vents with a balance of ventilation between the two shall be required.
 - B) In all cases where soffits or eave vents are installed, approved deflectors shall be used to ensure that insulation does not cover or reduce the effectiveness of the soffit vents.
- 3) **Roof Replacements:** When roof replacement repairs are made on single family or multi-family uses: If one three foot by three foot (3' x 3') or greater area of roof is to be replaced this would require the entire side of the roof to be replaced. BBC 9-2-15D
 - 4) For new roofs and complete tear-offs **ice/water shield** is required. An ice barrier that consists of at least two layers of underlayment cemented together or of a self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extended from the eave's edge to a point at least 24 inches inside the exterior wall line of the building.
 - 5) Valley linings shall be installed in accordance with the manufacturer's installation instructions before applying shingles. (R905.2.8.2)
 - 6) All **roof shingles** shall have a minimum twenty-five year warranty. (BBC 9-8-17D)
 - 7) Roof fasteners: Fasteners shall be galvanized steel, stainless steel, aluminum or copper roofing nails, minimum 12 gage shank with a minimum 3/8 diameter head, of a length to penetrate through the roofing materials and a minimum of 3/4 inch into the roof sheathing. Where the roof sheathing is less than 3/4 inch thick, the fasteners shall penetrate through the sheathing. Fasteners shall be installed in accordance with the manufacturer's installation requirements.
 - 8) Protect exposed edges of sheathing along the eaves and the rake of the roof with moldings or sheet metal flashing. Flashing along eaves may be integral with gutters.
 - 9) Gutters: Exterior gutters and downspouts discharging onto splash blocks are required on attached and detached single-family buildings. In addition, gutters would be required on all accessory structures within five feet of adjoining lot lines. Gutter downspout locations cannot cause a nuisance to adjoining lots.

BUILDING PERMIT REQUIRED

No building or structure shall be erected, constructed, built, repaired, altered, or moved, nor shall any repair or maintenance work be done which effects the structural, fire protection, or health protection qualities of a building without first having obtained a building permit. BBC 9-2-1

Building permits expire one year from the date on the permit. However, if work has not started within six months, the building permit is void.

BUILDING PERMIT APPLICATION

To apply for the building permit, the following items shall be submitted to the Building Department:

- 1) Complete miscellaneous permit application
- 2) Provide a copy of your signed contract or scope of the proposed work. Contracts or written scopes will need to adhere to the above roofing construction guidelines.
- 3) The permit fee is based on the estimated cost of the construction project. Refer to BBC 9-3-4.
- 4) Tax index number

INSPECTIONS REQUIRED

Only a final inspection is required. The building inspector shall inspect all buildings and structures that are being erected, constructed, built, enlarged, repaired, altered, replaced, or moved. Inspections shall be requested in writing or by telephone to the Building Department at least twenty-four (24) hours in advance. Inspections for the following day must be requested prior to 3:30 p.m.