

# City of Riverside

Building & Safety Division

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## ❖ REROOF INSPECTION AND SELF-CERTIFICATION PROGRAM ❖

### **MINIMUM ELIGIBILITY REQUIREMENTS:**

In order to participate in this program, the applicant must meet the following minimum criteria:

1. Must be a California Licensed C-39 Roofing Contractor
2. Must demonstrate a working knowledge of the applicable code requirements and City policies and procedures for the Reroof Inspection and Self-Certification Program
3. Must be registered as a Deputy Reroof Inspector with the City of Riverside

### **HOW TO BECOME A REGISTERED DEPUTY REROOF INSPECTOR:**

To become a registered City of Riverside Deputy Reroof Inspector, make contact with a member of the Building and Safety Division public counter team. We will review your C-39 California Contractor's License wallet card to assure that it is current and active. Additionally, we will discuss the limitation of the program with you to assure that you are familiar with all aspects of the program. Lastly, we will collect a \$63 Deputy Reroof Inspector registration fee and present you with a City of Riverside Deputy Reroof Inspector registration wallet card and identification number.

### **LIMITATIONS:**

The Reroof Inspection and Self-Certification Program will be limited to reroof projects that meet all of the following criteria:

1. Structure to be a single family dwelling or structure accessory to the dwelling.
2. New overlay roofing to be asphalt shingle (a.k.a. composition shingles), hot mop, or roll roofing.
3. New roofing materials must be installed in full compliance with manufacturer's installation instructions and the current edition of the California Residential Code.
4. Existing roofing material to be asphalt shingle, hot mop, or roll roofing with a maximum of one existing layer of roofing, for a maximum total of two layers of roofing (one existing and one new) or remove all original roofing materials down to the roof sheathing.
5. Needed replacement sheathing (due to deterioration of existing sheathing) is limited to a maximum of 10% of the total roof area.
6. No structural modifications of the roof framing or structure are permitted.

### **FEES:**

There are two fees that apply to this program. The first is the Deputy Reroof Inspector application fee (\$63). This fee is non-refundable and is intended to cover the cost of reviewing the applicant's qualifications and knowledge of the reroofing provisions of the applicable codes and regulations. The Deputy Reroof Inspector registration will be valid for one year from the date of issuance. Annual renewal applicants will be required to pay the appropriate renewal fee (\$63). The second component of the fee is the reroof permit fee. The reroof permit fee for projects that qualify for this program will include the permit issuance fee and the imaging fee for the permit related documents, including the certification form (typically \$32). No plan review or inspection related fees will be applicable. See the attached Fee Comparison Chart for more information.

### **FORMS:**

The Contractor will be required to present the property owner and the City Building and Safety Division with a signed Reroof Inspection and Self-Certification Form.

### **JOB CARD:**

The permit copy/Job card is to be retained on the job site as a record for the property owner that a Permit was obtained. The contractor will provide the property owner with a copy of the signed Reroof Inspection and Self-Certification Form as proof of inspection and certification.

### **REVOCAION OF DEPUTY REROOF INSPECTOR LICENSE:**

The Building Official shall have the right to revoke a Deputy Reroof Inspector License under the following circumstances:

1. If evidence suggests that the Deputy Reroof Inspector/Contractor is failing to identify and correct violations of the applicable codes, ordinances, manufactures's installation standards, laws governing contractors, or rules of this program.
2. If the character of the Deputy Reroof Inspector/Contractor becomes so impeached or in question that the public trust in the program suffers.
3. If the Deputy Reroof Inspector/Contractor fails to personally verify compliance with the provisions of this program.
4. If the Deputy Reroof Inspector/Contractor is providing falsified documents to the City.

*FOR CODE REQUIREMENTS APPLICABLE TO REROOF PROJECTS SEE THE  
CALIFORNIA RESIDENTIAL CODE, CHAPTER 9*