

RESIDENTIAL RE-ROOF GUIDELINES

- The City of Englewood has adopted the 2021 International Residential Code. Any residential re-roof must meet the minimal requirements as outlined in that code.
- All roof coverings must comply with minimal wind speed requirements of 105mph.
- The roof covering material specification must be provided at either the permit application phase or onsite at final inspection.
- If there is a Homeowner's Association and a change in roof covering material is planned, it is advised to contact them prior to the installation for pre-approval in material choice, color, and similar.
- If only one address of a multi-family structure (duplex, tri-plex, etc.) is being re-roofed, a letter of acknowledgement from the neighboring unit(s) must be provided with the re-roof permit application.

FREQUENTLY ASKED QUESTIONS

1. **Is a permit required to re-roof my house?** Yes.
2. **Are roofing permits required for repairs or maintenance of an existing roof?** The replacement of roofing material, up to a total of 100 square feet per year, is considered maintenance and does not require a re-roofing permit.
3. **May I, as a homeowner, do the re-roof myself?** Yes. The property must be your primary dwelling unit and able to be verified as such through Arapahoe County. A signed homeowner affidavit is also required. No exceptions.
4. **How many layers of roofing are allowed?** A maximum of two layers are allowed.
5. **What should be done with the existing roof jacks and vents?** Roof jacks and vents must be raised to the level of the new roof covering. They must be replaced if they are in poor conditions, badly rusted, or otherwise deteriorated.
6. **Does the roof deck have to be replaced?** Asphalt shingles are required to be placed on a solidly sheathed decking material. Refer to the specific shingle manufacturer's installation instructions for maximum gaps in plank decking. Any deteriorated or water saturated decking

shall be replaced. All replacement decking shall meet minimal requirements of the International Residential Code, Chapter 9.

7. **What if my roof slope is less than 4:12?** Refer to the manufacturer's installation instructions. The final roof covering must meet compliance with the slope of the roof.
8. **Is ice and water shield required?** Yes. Ice and water shield is required and shall extend 24 inches inside the exterior wall line of the structure.
9. **Will additional roof vents be required?** Additional roof venting, both intake and exhaust, may be required when the existing venting is inadequate and does not comply with the International Residential Code.
10. **Where is drip edge required?** All edges of the roof, including eaves and rakes, shall be protected by drip edge.
11. **Where are crickets and saddles required?** A cricket or saddle shall be installed on the ridge side of any chimney or penetration greater than 30 inches in width as measured perpendicular to the slope.
12. **Is underlayment required?** A minimum of 15# asphalt saturated felt is required to be installed over dry decking. For roofs with a slope of 4:12 or greater, one layer of underlayment is required. For roof with a slope between 2:12 and 4:12, 19-inch laps of underlayment are required, starting with a 19-inch strip, then full sheets. For roofs with a slope less than 2:12, modified bitumen may be used.
13. **Fasteners:** Fasteners must be long enough to penetrate through the total thickness of the roofing and a minimum of 3/4" into the decking. Fasteners must sit flush with the shingle surface and not over or under driven.
14. **Is a separate permit required to re-install solar panels and components after a re-roof?** Yes. A separate electrical permit is required.

INSPECTIONS

1. **Will my roof be inspected?** Yes. A final inspection will be required. **After July 1, 2024 a mid-roof and final inspection will be required. Please plan your project accordingly.**
2. **Are mid-roof inspections required?** Beginning July 1, 2024, a completed and signed mid-roof compliance form is required. This fillable form is to be completed only by the permit holder after the requirements listed within document have been completed and meet minimal codes per Chapter 9 of the International Residential Code. The form is to be uploaded to the permit upon completion. A copy of the form can be found as an attachment to this document and on our website.
3. **Are ladders required for inspection?** Yes. A ladder must be set and secured to the building for final inspection.
4. **What is needed for a final inspection?** The requirements for a final inspection are:
 - a. A duty-rated ladder provided, set, and secured to the structure being inspected.
 - b. Shingles shall be self-sealed.
 - c. All flashing installed per IRC requirements, in good condition, and complete.
 - d. Penetration boots and flashing installed, in good condition, and sealed.
 - e. Roof ventilation installed in accordance with manufacturer's installation instructions.
 - f. All gutters and downspouts reinstalled. The downspouts must be directed toward the street or alley and not to an adjacent property.

5. **How can I schedule my inspection?** You can schedule your inspections when you are ready by using our online permitting software, iMS. If you need additional assistance with the program, please call one of our main lines at 303-762-2357 or 303-762-2356.
6. **How can I get a 2-hour arrival window for my inspection?** To obtain a 2-hour arrival window for your inspection, you will need to call your building inspector the morning of your inspection between the hours of 8am and 9am at 303-762-2369. If you do not call between those hours, we may not be able to provide you with an arrival window.

CLOSING THE PERMIT

1. **How do I close my permit?** Your permit is considered closed or “finaled” after the final inspection is completed with an “APPROVED” result. A final inspection report is then auto-generated and added to the “Files” tile of your permit for your records.