



## TECHNICAL BULLETIN

### Planning & Development Services

### Building Inspection Division

#### Topic: Re-Roof Permits, Inspections & Common Q & A

#### PERMIT REQUIREMENTS

- The permit application can be submitted by the owner, a contractor, or an authorized agent.
- All re-roof permit applications are submitted online at <https://ap.arlingtontx.gov>.
- Reroof minimum submittal: 1) an application 2) a Site Plan 3) a re-roof worksheet, see attached.
- The building permit must be issued and posted at the job site before work can start.
- All contractors must be registered to perform work in the City of Arlington.
- The application of roof coverings with the use of an open flame will require an Operational Permit from the Fire Department. Permits may be obtained from the Fire Prevention Offices located at 405 W. Main Street. For questions call (817) 459-5535

#### COMMON QUESTIONS

Below are some of the most common re-roofing questions we receive for **residential asphalt shingles**.

- QUESTION:** What codes has the City of Arlington adopted?  
**ANSWER:** The City of Arlington has adopted the 2021 I-Codes, the 2020 National Electrical Code (NEC), and the Unified Development Code (UDC) for building material and height requirements, setbacks, and construction methods.
- QUESTION:** Does the City enforce the adopted Codes?  
**ANSWER:** Yes, the city enforces the adopted Codes. Current adopted codes 2021 I-Codes / 2020 NEC, See our website for local amendments.
- QUESTION:** Do I need a permit to re-roof?  
**ANSWER:** A building permit is required to replace roof covering materials (re-roof) except when the replacement area is **10 percent** or less of the roof area.  
**Note:** Projects that include the removal of roof insulation must replace the insulation with thicknesses that meet the current energy code. An energy code calculation is typically required and generally increases insulation thickness.
- QUESTION:** What are the code requirements for residential decking/roof sheathing?  
**ANSWER:** Residential roof decking is per 2021 IRC Section [R803](#) and [Table R503.2.1.1\(1\)](#)
- QUESTION:** Is drip edge required for asphalt shingles re-roof?  
**ANSWER:** Yes, if replacing decking per 2021 IRC Section [R905.2.8.5](#)  
**Note:** All re-roofing projects, including those that do not require a building permit, must meet code provisions. Flashings and drip edges are required. Underlayment must also be replaced when re-shingling a roof.
- QUESTION:** What are ventilation requirements?  
**ANSWER:** Ventilation requirements are per 2021 IRC Section [806](#)
- QUESTION:** I am getting a new roof and the codes have changed since the home was built. Does this mean that I must bring the roof up to the presently adopted Code, and replace 100% of the sheathing?  
**ANSWER:** If the roof met the code at the time that it was built then it is still in compliance with the International Existing Building Code. If the sheathing is in good condition it doesn't need to be replaced.  
If it is rotten, broken, or has some other structural issue, it would require replacement and must follow adopted codes. In the cases where shingles are being removed, decking must be code-compliant or be replaced. \*Determination of damage or level of damage will be the responsibility of the contractor performing the work.
- QUESTION:** What is required if the decking has been damaged?  
**ANSWER:** The contractor must evaluate existing roof framing and the manufacturer's installation instructions. Asphalt shingles are required to be fastened to solidly sheathed decks ([R905.2.1](#)). If the decking has been damaged it must be removed and replaced with a minimum of 7/16" Decking for a 24/16 span rating for a total load of 50 psf. Additionally, 3/8" plywood or OSB is still allowed by code for rafters spaced 24" on center if the span rating of the product is 24/0 for a total load 40 psf. Reference Table [R503.2.1.1\(1\)](#) of the 2021 IRC.



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#### COMMON Asked QUESTIONS

**9. QUESTION: Is an ice barrier underlayment required in the City of Arlington?**

**ANSWER:** An ice barrier underlayment is not required per the City of Arlington amendments. Our region has no history of ice damming.

**10. QUESTION: If I must replace 100 % of the sheathing, does the Code permit applying new plywood or OSB sheathing on top of the existing sheathing?**

**ANSWER:** The code does not allow a layer of decking to be installed over an existing layer. There is no basis in the nail pattern charts that allow it nor do the plywood manufacturers charts.

**11. QUESTION: Does the code permit applying new roof covering material over existing?**

**ANSWER:** All existing layers of roof coverings must be removed down to the sheathing before reroofing ([R908.3](#)) unless an exception applies.

**R908.3.1 Roof re-cover** 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 panels, metal shingles, and concrete and clay tile roof coverings shall be permitted to be installed over existing wood shake roofs applied in accordance with Section R908.4.
4. The application of a new protective coating over an existing spray polyurethane foam roofing system shall be permitted without tear-off of existing roof coverings.

**R908.3.1.1 A roof re-cover** 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 re-covering.** 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.

#### INSPECTIONS:

Inspections are requested online. Requests received prior to 7:00 a.m. will be performed same day. Inspection requests received after 7:00 a.m. are scheduled for the next working day. When requesting inspections please provide the job address, the specific type of inspection requested, your name, and phone number.

For Tile, Metal, and Specialty Roofing a complete copy of the manufacturer's specifications and Installation instructions must be on the site and available to the installers and the building inspector.

#### Required inspections:

**Insulation inspection** - If insulation is installed above the deck, insulation inspection is required at some stage of the insulation installation prior to concealing the insulation. The insulation and R-value of the insulation and/or the insulation packaging must be verified by the inspector.

**Final inspection** – If you choose to waive the City of Arlington from performing attic inspection, when requesting the final inspection, upload a signed and notarized affidavit "Certificate of Final Roof Inspection" Form provided to you when the permit is approved and issued. The building inspector will verify the following:

- a. Verify that no more than 1 existing layer of asphalt or composition shingles has been covered over.
- b. Visual inspection from the attic to verify that all plumbing vents, CSST gas piping, and/or flue gas exhaust vents have not been covered and/or displaced. The roofing affidavit may be used instead of having the inspector perform the attic inspection.
- c. Visual inspection from the exterior to verify that vent flashing, metal edgings, drain outlets, collars, and metal counter flashings have been replaced if necessary.

#### ADDITIONAL NOTES:

**Low slope roofs** 2021 IRC Section [905.2.2](#) - Asphalt shingles are not allowed on roof slopes of less than 2:12. For roof slopes from 2:12 to 4:12, two layers of underlayment or other approved material are required.

**Flashing** 2021 IRC Section [R908.6](#) requires that "Flashings shall be reconstructed in accordance with the approved manufacturer's installation instructions."



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**REROOFING WORKSHEET**

ADDRESS: \_\_\_\_\_

Check only one: ☐ Single Family/Duplex ☐ Commercial (Includes multifamily)

Check only one type of roof:

- ☐ Sloped roof with attic below; Slope \_\_\_\_\_ / 12
- ☐ Flat (low slope) roof without attic below; Slope \_\_\_\_\_ / 12

*Note: if this box is checked then please check one of the following:*

- ☐ None of the occupied space is heated and/or cooled
- ☐ Some or all of the occupied space is heated and/or cooled
- ☐ Flat roof or roof/ceiling assemblies; Slope \_\_\_\_\_ / 12

*Note: if this box is checked then please check one of the following:*

- ☐ None of the occupied space is heated and/or cooled
- ☐ Some or all of the occupied space is heated and/or cooled

Check one only for the existing roof covering		Check one only for the replacement roof covering	
<input type="checkbox"/>	Asphalt/fiberglass shingles	<input type="checkbox"/>	Asphalt/fiberglass shingles
<input type="checkbox"/>	Wood Shingles/Wood Shakes	<input type="checkbox"/>	Wood Shingles/Wood Shakes
<input type="checkbox"/>	Clay and/or concrete tile	<input type="checkbox"/>	Clay and/or concrete tile
<input type="checkbox"/>	Metal Roof Shingle	<input type="checkbox"/>	Metal Roof Shingle
<input type="checkbox"/>	Mineral-surfaced roll roofing	<input type="checkbox"/>	Mineral-surfaced roll roofing
<input type="checkbox"/>	Slate	<input type="checkbox"/>	Slate
<input type="checkbox"/>	Built up	<input type="checkbox"/>	Built up
<input type="checkbox"/>	Metal roof panel	<input type="checkbox"/>	Metal roof panel
<input type="checkbox"/>	TPO	<input type="checkbox"/>	TPO
<input type="checkbox"/>	Sprayed polyurethane foam roofing	<input type="checkbox"/>	Sprayed polyurethane foam roofing
<input type="checkbox"/>	Liquid-applied coatings	<input type="checkbox"/>	Liquid-applied coatings
<input type="checkbox"/>		<input type="checkbox"/>	

Do you intend to remove all of the existing layers: \_\_\_YES \_\_\_NO Are you replacing and/or installing decking? \_\_\_\_\_YES  
 \_\_\_\_\_NO

Are you installing insulation above or directly below the roof decking? \_\_\_YES \_\_\_NO If yes, what R-value will you install? R-\_\_\_\_\_(Above the deck) R-\_\_\_\_\_  
 \_\_\_\_\_(below the deck)

NOTE: Based on some answers additional information may be required.