



# City of Sonoma

## Building Department Informational Handout

# Reroofing Self-Certification Program

Handout No: 25  
Revised: 1/7/2014

## **PURPOSE**

The City of Sonoma has implemented a Self-Certification Reroofing Program for one- and two-family residential reroofing projects. This document sets forth the procedure and qualifications necessary for licensed roofing contractors to self-certify one- and two-family residential reroofing projects.

## **GENERAL**

The 2013 California Residential Code (CRC) Chapter 9 establishes the requirements for reroofing work for one- and two-family dwellings. The intent of this program is to:

- A. Facilitate the roofing contractor's schedule by allowing for self-certification of reroofing work.
- B. Ensure that the existing roof structure will not be overloaded when new material is applied.
- C. Ensure that the new substrate material (roof sheathing) is installed in accordance with 2013 Residential Code requirements.
- D. Ensure that roof covering materials and flashings are installed in accordance with the manufacturer's installation requirements and Chapter 9 of the 2013 California Residential Code.

Reroofing inspections are relatively uncomplicated and building department experience has shown that most professional roofing companies are capable of self-certifying their work.

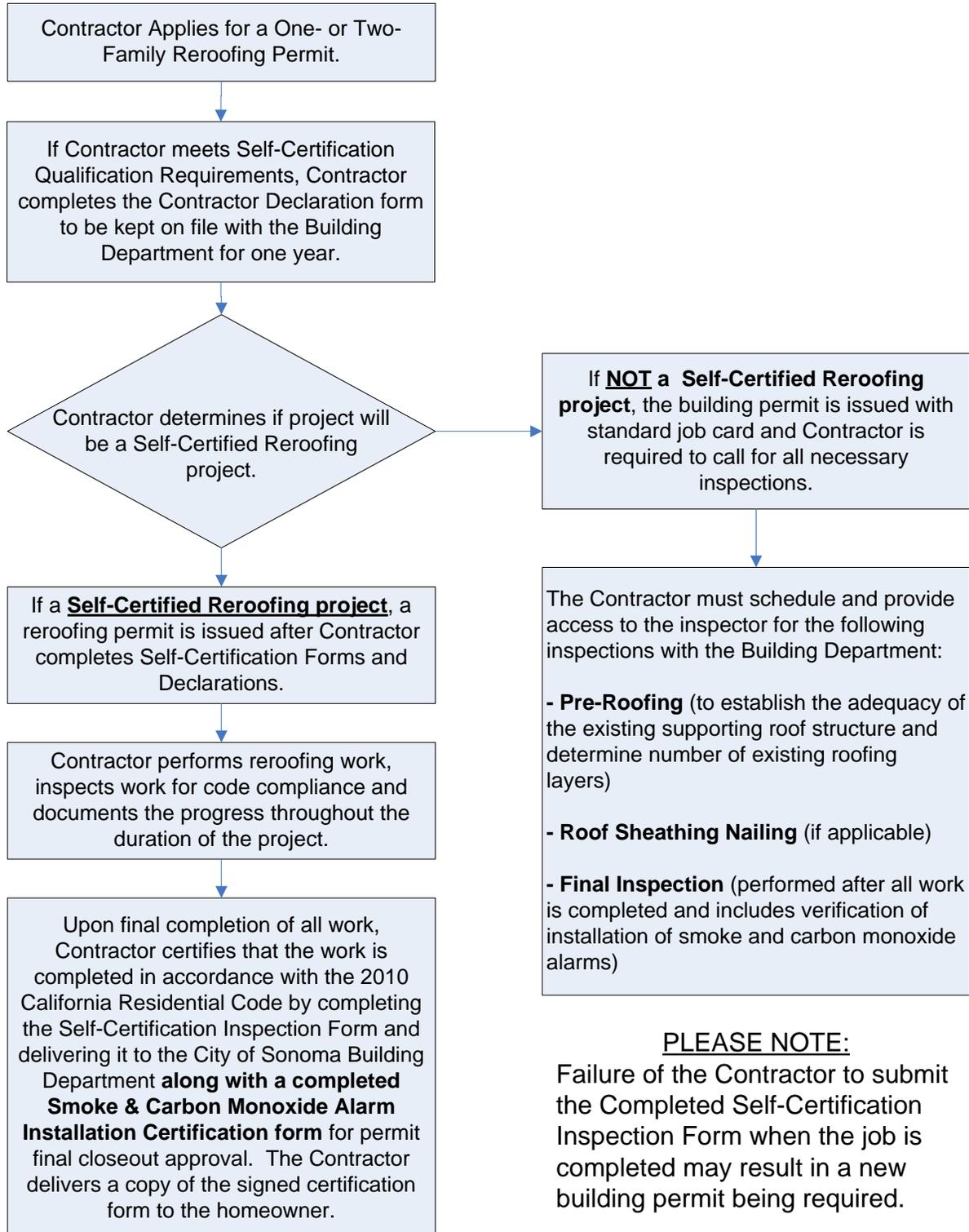
## **AUTHORITY**

Section 110.4 of the City's Administrative Provisions (Sonoma Municipal Code Section 14.10.010) allows the Building Official to accept reports (or declarations) of inspection by approved agencies or individuals for work performed under a building permit.

## **QUALIFYING CRITERIA TO SELF-CERTIFY**

1. The Contractor shall acknowledge in writing that he/she holds an active C-39 (Roofing) contractor's license in the State of California.
2. The Contractor shall acknowledge in writing that he/she has reviewed and understands the requirements of Chapter 9 (roof assemblies) of the 2013 California Residential Code and that all self-certification reports will be based on the code requirements contained therein.
3. The Contractor shall declare and certify that the work performed on each specific project for which self-certification is utilized is in compliance with the code requirements set forth in Item 2 above.

## PROCEDURE



Attachments: - Declaration of Self-Certification Qualifications  
- Reroofing Self-Certification Form



## **Declaration of Self-Certification Qualifications for Review and Inspection of One-and Two-Family Reroofing Work**

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**Purpose:** This form is to be completed by the licensed roofing contractor participating in the City of Sonoma Self-Certification Reroofing Program.

\_\_\_\_\_  
Contractor Name (please type or print)

\_\_\_\_\_  
C-39 License No.

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Contractor Mailing Address

\_\_\_\_\_  
Fax

I hereby affirm under penalty of perjury that I am licensed to perform reroofing work under provisions of Division 8, Title 16, Article 13 of the Business and Professions Code, and my Class C-39 license is in full force and effect.

I further affirm that I have reviewed and understand the requirements of Chapter 9 of the 2013 California Residential Code and that all self-certification reports submitted by me will be based on the code requirements contained therein and my personal inspection of each project.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

### **City File Copy**

**This declaration form will be kept on file with the City of Sonoma Building Department for one (1) year.**



# City of Sonoma

## Reroofing Self-Certification Inspection Form

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**Purpose:** This form is to be completed by the licensed roofing contractor participating in the City of Sonoma Self Certification Reroofing Program. **Upon completion and inspection of all reroofing work and inspection by the roofing contractor, copies of this completed and signed form must be faxed (707-938-8775) or delivered to the property owner and the City of Sonoma Building Department, #1 The Plaza, Sonoma, CA 95476.**

*Failure to deliver this completed form following completion of the work may result in the assessment of additional building permit fees for the work and forfeiture of self-certification privileges.*

\_\_\_\_\_  
Job Address

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Contractor Name (please type or print)

\_\_\_\_\_  
C-39 License No.

\_\_\_\_\_  
Contractor Phone

### **Initial items below when each Self-Certification Inspection is completed:**

\_\_\_\_\_ **Structural Support Inspection:** I certify that the existing roof support structure where the reroofing occurred is substantially free of obvious sagging and deflection and that the roof sheathing or roof decking is, in my judgment, structurally sound.

\_\_\_\_\_ **Roof Sheathing Nailing Inspection:** I certify that roof sheathing was installed and fastened in accordance with the manufacturer's installation instructions and with the requirements of the California Residential Code Chapter 9 (roof assemblies). Minimum clearances to combustibles for all HVAC vents/chimneys have been verified and maintained.

\_\_\_\_\_ **Final Inspection:** I certify that the flashings, vent terminations, underlayment, roof and roofing material covered under the above mentioned reroofing permit has been installed and fastened in accordance with the manufacturer's installation instructions and the requirements of Chapter 9 of the 2013 California Residential Code.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date