

Application Packet

for

Re-Roof



City of Paso Robles
BUILDING DIVISION
1000 Spring Street
Paso Robles, CA 93446

Phone: (805) 237-3850

Fax: (805) 238-4704



CITY OF EL PASO DE ROBLES

"The Pass of the Oaks"

Effective immediately a submittal fee will be required on all Building and Engineering permit applications submitted to the Community Development Department:

Construction Type	Amount
Com/Ind/Hotel New	Based on Sq. Ft.
Com/Ind/Hotel Remodel, Addition, Sign	\$220.00
Demolition	\$110.00
Grading	\$132.00
Mechanical/Plumbing/Electrical	\$110.00
Residential New	Based on Sq. Ft.
Residential Remodel, Addition, Swimming Pool, Spa	\$220.00



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Re-Roof Requirements

Effective February 5, 1996, the City of Paso Robles Building Division no longer requires re-roofing permits for the removal and replacement of existing, *like*, roofing materials.

The Building Division will require that permits be secured for re-roofing when the following condition exists:

- A. The replacement of a roof with unlike materials of a different structural design load or fire classification.

Example:

- A property owner wishes to remove an existing composition or shake roof and install concrete tile.
 - The replacement of a Class fire resistive roof with that of a lesser classification.
- B. When new roof sheeting is installed or any structural changes are made to the supporting roof structure as a result of a change in weights in the roof materials, or as a result of decay.
- C. The installation of any shake roof.
- D. The repair or re-roof of any wood shake or wood shingle roof using wood shakes or shingles.
- E. Installation of any plywood roof diaphragm (sheathing) required as a result of a seismic strengthening of retrofit program.

NOTE: The Code does not allow installation of more than two layers of asphalt shingles on a roof.

RE-ROOFING PERMIT FORM

Project Address _____

Owner _____

Phone No. (____) _____

Owner Address _____

City _____

Applicant _____

Phone No. (____) _____

Applicant Address _____

City _____

Valuation of work: \$ _____ Square footage to be re-roofed: _____

Work will be performed by Owner or Contractor

If Owner, please fill out owner/building verification form.

If Contractor: License No. _____ Class: _____ Expiration Date: ____/____/20____

Type of roof to be installed: Comp Shake/Shingle Built-up Single Ply Brai Other: _____

Roof Pitch: 1/12 2/12 3/12 4/12 5/12 Other: _____

I will: Tear off or spud off/overlay existing roof.

If overlay, how many layers currently exist?: _____

Re-roofs shall conform to the 2007 California Building Code, Chapter 15. The following are excerpts from that Chapter:

Composition Roof (CBC, Section 1507.2)

- ⚡ Asphalt shingles applied to roofs less than 4/12 shall have two (2) layers of non-perforated Type 15 felt installed.
- ⚡ Not more than one (1) overlay of asphalt shingles maybe applied over an existing asphalt roof.
- ⚡ Not more than one (1) overlay of asphalt shingles may be applied over wood shingles. Asphalt shingles over wood shingles shall have an underlayment of Type 30 non-perforated felt.

Built-up Roof (CBC, Section 1507.10)

- ⚡ Built-up roofs may be overlaid if; (a) there is not more than one layer of roof covering on the structure, (b) all gravel is removed, (c) all blisters or irregularities are cut and made smooth and secure.
- ⚡ Insulation boards or cap sheets shall be installed over the existing roof.
- ⚡ Built-up roofing shall be completely removed before applying the new roof covering if more than one layer exists.

Shake Roofs (CBC, Section 1507.9 and 1505.7)

- ⚡ In addition to being chemically treated to be fire retardant, wood shakes or shingles shall be placed over an underlayment of 1/2 inch Type X gypsum board placed under 15/32 inch plywood sheathing.

FOR ADDITIONAL RE-ROOF REQUIREMENTS, SEE 2007 CALIFORNIA BUILDING CODE, CHAPTER 15

FOR OFFICIAL USE ONLY:

Application Received by: _____

Date: _____

Permit No. B__ - ____

March 7, 2001

SUBJECT: Penalties for Work Performed Without Required Permits / Approvals

The City has recently experienced a growing number of instances where developers, contractors and/or property owners have undertaken grading, construction and related work without first obtaining the necessary City permits or approvals. The number and extent of these problems have made it necessary to discuss the penalties for work occurring without City permits / approvals.

At its February 20, 2001 meeting, the Paso Robles City Council reviewed a report on the problem of work occurring without permits / approvals and directed City staff and the City Attorney to take steps to address these code violations through the use of criminal prosecution, as authorized by the City's Municipal Code.

Please note that under criminal prosecution, the maximum penalties for work being done without the required permits / approvals are fines of \$1,000 per day and/or 6 months imprisonment. These penalties have long been a part of the City's Municipal Code, and the purpose of this notice is to advise you that the City will be actively enforcing its provisions.

The City wishes to avoid criminally prosecuting any person doing work occurring without a required permit or approval. Therefore, your cooperation and understanding would be sincerely appreciated. In that context, you are encouraged to contact this office any time you have a question regarding whether or not a particular project or activity would require a City permit or City approval.

Please feel free to contact me should you have any questions or other information needs; I can be reached at (805) 237-3970 / fax: (805) 237-6565 / e-mail: bob@prcity.com

Sincerely,

Robert A. Lata
Community Development Director

OWNER – BUILDER VERIFICATION

Attention Property Owner:

An 'owner – builder' building permit has been applied for in your name and bearing your signature. Please complete and return this information at your earliest opportunity to avoid unnecessary delay in the processing and issuing of your building permit. No building permit will be issued until this verification is received.

PLEASE PRINT:

1. I personally plan to provide the major labor and materials for construction of the proposed property improvement

Yes No

2. I (check one) have have not signed the legal declarations form for a building permit for the proposed work.

3. I have contracted with the following person (firm) to provide the proposed construction.

Name: _____ Contractors' License Class and No. _____

Address: _____ City: _____

Phone: (____) _____ Fax: (____) _____

4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise and provide the major work:

Name: _____ Contractors' License Class and No. _____

Address: _____ City: _____

Phone: (____) _____ Fax: (____) _____

5. I will provide some of the work, but I have contracted (hired) the following persons to provide the work indicated:

Name	Address	Phone	Type of Work	License/Class No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Property Owner: _____	Date: _____
Project Address: _____	

CITY OF PASO ROBLES, OWNER BUILDER INFORMATION

Pursuant to Sections 19830 and 19831 of the California Contractors License Law, the City of Paso Robles is required to give notice to the owner of a building or structure whenever an application for a building permit is submitted in the owner's name as builder of such improvements, and require the completion and return of, an Owner – Builder Verification Form.

Dear Property Owner:

“An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified.

For your protection, you should be aware that as ‘owner – builder’, you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license for the city or county. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection.

If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$500 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer.

If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, worker's compensation insurance, disability insurance costs, and unemployment compensation contributions.

There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to worker's compensation insurance.

For more specific information about your obligations under federal law, contact the Internal Revenue Service (and if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.

If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees without a licensed contractor or sub-contractor, only under limited conditions.

A frequent practice of unlicensed persons professing to be contractors is to secure an ‘owner – builder’ building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building Permits are not required to be signed by property owners unless they are performing their own work personally.

Information about licensed contractors may be obtained by contacting the Contractors' State License Board in your community or at 1020 N Street, Sacramento, California 95814.

Please complete and return the enclosed Owner – Builder Form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.”

Sincerely
The Building Division
for the City of Paso Robles



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CONSENT OF LANDOWNER FORM

Consent for Building Permit Type: _____

Project Address: _____

Property Owner: _____ Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

Person authorized to act as Agent/Applicant: _____

Applicant/Agent Day Phone: _____

Mailing address: _____

City: _____ Zip Code: _____

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a building permit is being requested, do certify that:

- I. Such application may be filed and processed with my/our full consent. The applicant is authorized to act as my agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Paso Robles or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Property owner signature Date

BUILDING DIVISION APPLICATION NUMBER: _____