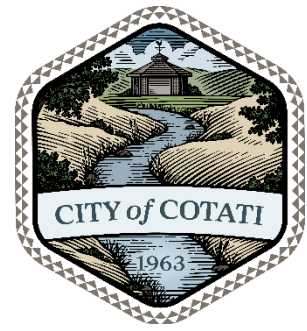


# BUILDING DIVISION INFORMATION SHEET

## Self-Certification Reroof Inspection Policy/Form



Building Permit # \_\_\_\_\_

### **General Requirements**

The City of Cotati necessitates all required inspections for reroofing projects, as noted for the jurisdiction in Sonoma County Reroofing Guidelines Appendix A. **Every reroofing project must receive the final inspection**, unless determined otherwise by the building official. It is the applicant's duty to call for each of the inspections at the appropriate phase of the work.

**It is not required for the contractor or homeowner to be on site during re-roof inspections.\*  
A ladder does not need to be provided during inspections.\***

\*Please note there may be exceptions to these statements. The Building Department will notify you if these are required.

### **In-Progress Inspection**

The following requirements apply to the In-Progress inspection: (1) at least 50% of new roof sheathing shall be visible for examination of nailing and (2) no more than 50% of the roofing material shall be applied at the time of inspection. **Completion of this form by the licensed contractor waives the requirement for this inspection. Please see page 2 for details.**

If the In-Progress inspection is approved or in the opinion of the inspector only minor corrections are needed, the inspector or permit technician will inform the applicant.

If major corrections are required, the inspector will inform the applicant of the necessity of a re-inspection upon the completion of the corrections. When corrections are approved, the in-progress inspection can be approved and the applicant can call for their final inspection once the project is completed.

### **Final Inspection**

The applicant calls for an inspection when the reroofing project has been completed. If approved, the Building Department will final the building permit. Or, if in the opinion of the inspector only minor corrections are required, the inspector or permit technician informs the applicant.

If major corrections are required, the inspector will inform the applicant of the necessity of a re-inspection upon the completion of the corrections. When corrections are approved, the permit can be finalized.

## **REROOFING VERIFICATION COMPLETION FORM**

This form is to be completed by a licensed roofing contractor participating in the Cotati Self-Certification Re-Roofing Program.

The completed form can be submitted to the Building Department in one of the following ways: posted onsite at the time of final inspection in a conspicuous location, emailed to [cduncan@cotaticity.gov](mailto:cduncan@cotaticity.gov), uploaded to your Cloudpermit Workspace, or delivered to City Hall in person or by mail to 201 W Sierra Ave. Cotati, CA 94931.

### **COMPLETION VERIFICATION**

- ☐ I certify that the existing sheathing/decking is structurally sound and complies with all conditions of 2022 R908 of the California Residential Code (CRC). Minimum clearances to combustibles for all VAC. Vents/chimneys have been verified and maintained.
- ☐ I certify that roof sheathing was installed and fastened in accordance with the manufacturer's installation instructions, and/or with the Sonoma County Reroofing Manual.
- ☐ I certify that the roofing materials have been installed and fastened in accordance with the manufacturer's installation instructions, the Sonoma County Reroofing Manual, and all the requirements of the California Residential Code.

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Licensed Contractor's Name

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License Number

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Jobsite Address

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Signature

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Date