

**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING & SAFETY DIVISION**

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Roof Repair Policy

Purpose:

To establish a policy for when a permit is required for roof repairs.

Background:

This policy has been an internal “verbal” policy for years, and is now being memorialized as a formal policy for staff to have for use with the public.

Policy:

Repairs to a roof that do not exceed 10% of the total roof area, or 1,000 square feet, whichever is **less**, do not require a building permit.

NOTE: 1 Square = 100 Square Feet

EXAMPLES:

RESIDENTIAL:

Roof is 2,000 square feet, or 20 squares.

20 squares x 10% = 2 squares (2,000 sq. ft. x 10% = 200 sq. ft.)

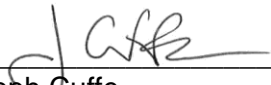
A maximum of 2 squares (200 sq. ft.) can be repaired without a permit.

COMMERCIAL:

Roof is 16,000 square feet, or 160 squares.

160 x 10% = 16 squares (16,000 sq. ft. x 10% = 1,600 sq. ft.)

This is **over** the 1,000 square foot maximum and would require a permit. The maximum that could be repaired is 1,000 square feet or 10 squares.



Joseph Cuffe
Building Official, City of Rancho Cordova