

REROOF – RESIDENTIAL PERMIT

Apply at Rancho Cordova Online as a **Reroof** permit:

<https://ranchocordovaca-energovpub.tylerhost.net/Apps/SelfService/RanchoCordovaCAProd#/home>

For further assistance, please contact our Permit Services Team 916-851-8760.

Re-Roof Residential application to include:

1. Indicate scope of work on application – Tear off or overlay, existing roof deck to remain or re-sheathing, type of roofing material, number of roofing squares
2. If completing application as owner: Complete [Notice to Property Owner form](#)
3. If completing application as contractor: Provide letter of authorization for applicant if they are not listed as authorized agent through Contractors State License Board [CSLB-Home -CSLB \(ca.gov\)](#).
4. Energy documentation (CF1R form registered with the state)
<https://www.energy.ca.gov/filebrowser/download/2412>
5. Complete the [Re-Roof Worksheet](#)

Inspection Requirements – How to prepare for inspection:

1. At the latest, inspections need to be scheduled a day prior to the desired inspection date. Contractors and property owners are encouraged to schedule the inspection through the online portal. For further assistance, please contact our Permit Services Team 916-851-8760.
2. Permit holder to notify property owner/tenant of the scheduled inspection
3. Permit packet to be on site and available for the inspector
4. Property owner to complete and sign the [Smoke Alarm and Carbon Monoxide Alarm Installation Self-Certification form](#). Please see permit packet for required form or find online.
5. Ladder set up or access to roof provided for inspection

Types of Required Roofing Inspections:

1. **Roof Nail:** Required if replacing 10 squares (1,000 sq ft) or more of roof deck sheathing
 - a. Roof deck to be completely nailed off, cleaned and ready to start underlayment
2. **Re-Roof In Progress:** 30 to 50 percent of the roof complete and ready for inspection
3. **Final Inspection:** Required when roofing project is completed

Please Note: Each permit may have different requirements due to specific project needs.