



EZ PERMIT STANDARD
RE-ROOFING

For the Installation of New Roof
Coverings on Existing Roofs

Revised 7/26 (IRC-2021 / IBC-2021)

EZ Permit Standard: Re-Roofing

Obtain permits for the installation of new roof coverings on existing roofs without submitting plans by meeting the Conditions and Requirements below. Any deviations from this permit standard will result in permit revocation.

Conditions

- EZ permit process **shall not** be applicable to buildings listed as historic as established by the Philadelphia Historical Commission without prior approval, contact the staff at preservation@phila.gov in the planning stages of your project.
- Planned replacement of sheathing in excess of 10% of roof area **shall not** be applicable to the EZ permit process.
 - If damaged sheathing is discovered during tear-off inspector must be notified.
- Any roof alterations increasing the design gravity load by more than 5% **shall not** be applicable to the EZ permit process. Such alterations shall include:
 - Change of support elements under skylights
 - Relocation of rooftop mechanical equipment
 - Applications of ballasted roof systems
- Penetrations of wall or roof assemblies, such as skylight installations, **shall not** be applicable to the EZ permit process.
- Complete manufacturer's installation instructions shall be submitted at time of application filing prior to commencement of work.

Construction Requirements

- Roof certification shall be completed by Licensed Contractor. Roof certification shall be required to state that work has been completed as per manufacturer's specifications and available during the final inspection.
- Roof coverings to be installed in accordance to approved manufacturer's installation instructions.
- Complete manufacturer's installation instructions should be familiar to contractor and available for inspector.
- **All** existing layers of roof coverings shall first be removed prior to installation of new roof coverings under the following conditions:
 - Existing roof or roof covering is water-damaged or deteriorated
 - Existing roof or roof covering is wood shake, slate, clay, cement, or asbestos-cement tile
 - Existing roof consists of two (2) or more roof coverings
- **All** construction and miscellaneous debris must be properly disposed of at the end of each working day.
- Where new roof covering is placed over wood shingles or shake roofs, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber, or other approved materials securely fastened in place.
- Asphalt shingles shall only be used on roofs with slopes of 2V:12H (17% slope) or greater.
- Asphalt shingles shall comply with ASTM Standard D3462 and be classified as D, G or H under ASTM Standard D7158, or A, D or F under ASTM Standard D3161 for wind resistance.
- Drip edge shall be installed at eaves and gables of shingle roofs to extend not less than ¼ inch below sheathing, and to extend back on the roof deck a minimum of 2 inches. Edges to be mechanically fastened at min. 12" O.C. and overlapped at least 2 inches.
- Built-up roofs shall only be used on roofs with slopes of not less than 1/4V:12H (2% slope) for drainage, except for coal-tar built-up roofs, which shall only be used on roofs with slopes of not less than 1/8V:12H (1% slope).
- Built-up roof covering materials shall comply with UL 55A.
- Min. rating of roof coverings shall be Class B as tested in accordance with ASTM E108 or UL 790, except:
 - Type IIB, IIIB, and VB construction shall be permitted a minimum roof covering rating of Class C.
 - Fire retardant-treated wood roof coverings shall be tested in accordance with ASTM D2898.
- Any alterations to ***roof insulation*** shall be provided with new insulation to comply with the provisions of the International Energy Conservation Code, 2021.
 - The insulation R-value shall be R-49 or greater.
- Where above-deck thermal insulation is installed, such installation shall be covered with an approved roof covering and shall comply with NFPA 276 or UL 1256.



CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES & INSPECTIONS
Construction Services Division
Municipal Services Building - Concourse Level
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Flashing

- Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions.
- Metal flashings to which bituminous materials are to be adhered shall be primed prior to installation.

Roof Covering Re-Installation

- The following materials and items are **not permitted** for reinstallation:
 - Deteriorated, rusted, or damaged items:
 - Vent Flashing ■ Metal Edgings ■ Drain Outlets ■ Drain Collars ■ Metal Counter-Flashing
 - Aggregate surface materials
- Existing slate, clay or cement tiles in good, working conditions shall be permitted for re-installation.