

## **ROOFING AND RE-ROOFING GUIDELINES**

### **City of Wadsworth Building Department**

A Building Permit is required for dwelling re-roofing projects. Permits for re-roofing garages or repairs are not required. Permits are available at the Building Department, Wadsworth City Hall, 120 Maple Street. Permits are \$50.00 and require a final inspection. Please call (330) 335-2753 for scheduling or information.

- All roofing products are to be installed to manufacturer's instructions.
- All roofs shall be structurally capable of bearing the combined weight of roofing materials and equipment.

Flashings are required at all roof penetrations and walls.

### **ASPHALT/FIBERGLASS SHINGLES**

- Shingles not to be applied over 2 or more layers of any roofing system. (Both layers of existing roofing must be removed.)
- Shingles not to be applied over wood, slate, clay or cement shingles.
- Shingles not to be applied over soaked or deteriorated roofs.
- All shingles must be nailed with rust resistant nails. Staples are not permitted.
- Roofs with a pitch of 4/12 or greater require 1 layer of #15 felt under shingles and ice dam protection to 24" inside the building wall line .
- Roofs with a pitch less than 4/12 but not less than 2/12 require two layers of #15 felt or an approved ice dam protection product, and ice dam protection to 24" inside the building wall line .
- Shingles not permitted on pitches of 2/12 or less.
- Step flashing is required on side walls and chimneys and must be out an wall end to direct water away from wall. Chimneys also require properly installed counter flashing.
- Valley flashing / woven valleys are to be installed to manufactures installation instructions or the Building code.
- Drip edge to be installed per manufacturer's instructions.

### **SLATE, METAL, TILE, WOOD, AND BUILT UP ROOFING**

- Slate shingles installation requirements shall be the same as asphalt/ fiberglass shingles except that they shall require metal valleys installed to Building Code specifications.
- Metal roofing shall not be applied to roofs with a pitch less than 3/12 .
- Metal roofing shall be applied to manufactures specifications and the Building Code.
- Tile, clay, or concrete shingles shall be installed to manufactures specifications and the Building Code.
- Built up roofing shall be to the Building Code specifications.
- Wood shingles and shakes shall be to Building Code specifications.

**Alternate roof coverings or application methods are subject to approval by the Building Department.**

# Roofing Plan Review (SUBMIT WITH PERMIT APPLICATION)

APPLICANT/BUSINESS (Print) \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

## ALL ROOFING

Yes, roofing will have an approved deck, felt and ice dam protection, and be ventilated in accordance with the building code and manufacturers' instructions; *and* the roof is structurally capable of bearing the weight of roofing materials & equipment according to max rafter spans:  
16" On Center Rafters 2x4-8'6", 2x6-12'5", 2x8-15'9", 2X10-19'3", 2X12-22'4"  
24" On Center Rafters 2x4-6'11", 2x6-10'2", 2x8-12'10", 2X10-15'8", 2X12-18'3"

## RE-ROOFING - Check One Box

All existing roofing layers to be removed. (All existing layers must be removed if existing roof is: wood shake, slate, clay or cement tile below; or the layer below is water soaked; or deteriorated and is an inadequate base. If removing any layer, all layers must be removed.)

OR:

Will be applied over existing approved roofing. Maximum 2 layers of roofing when finished.

## TYPE OF ROOFING TO BE INSTALLED - Check One Box

ASPHALT/FIBERGLASS SHINGLES to be installed and:

- Will be nailed with rust resistant nails.
- Step flashing will be installed at any side walls.
- Step flashing will be installed on any chimneys and will have properly installed counter flashing.
- If a valley exists, valley metal flashing or woven valleys will be installed to manufactures installation instructions or the Building Code.
- Roof has a pitch of 4/12 or greater and will have 1 layer of #15 felt and ice dam protection to 24" inside the building wall line OR:  
Roof has a pitch less than 4/12 but not less than 2/12 and will have two layers of #15 felt or an approved ice guard protection product, and ice guard protection to 24" inside the building wall line.

METAL ROOFING to be installed to manufacture and Bldg. Code specifications.

EPDM/BITUMEN ROOFING to be installed on min. .25/12 slope

TILE, CLAY, OR CONCRETE ROOFING to be installed on min. 2.5/12 slope

WOOD SHINGLES/SHAKES to be installed on min. 3/12. Slope.

SLATE SHINGLES to be installed on min. 4/12 slope and will have metal valleys.

MINERAL SURFACE ROOFING to be installed on min. 1/12 slope.

BUILT UP ROOFING (tar and gravel) shall be to the Building Code specifications.

Alternate roof coverings/application methods to be approved by the Building Department.

**By signing below you are verifying the roofing will be installed to these regulations.**

X

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Building Official /Deputy Plan Approval \_\_\_\_\_

Date \_\_\_\_\_

**(SUBMIT WITH PERMIT APPLICATION Below ↓)**

# RESIDENTIAL BUILDING/ZONING PERMIT APPLICATION

## CITY OF WADSWORTH 330-335-2753

PERMIT ISSUANCE \_\_\_\_/\_\_\_\_/\_\_\_\_

PERMIT # \_\_\_\_\_

### ***Applicant Information – (Applicant is the Owner or Contractor)***

**APPLICANT(Company Name)** \_\_\_\_\_ **EMAIL** \_\_\_\_\_  
**JOB ADDRESS** \_\_\_\_\_  
**PROJECT DESCRIPTION** \_\_\_\_\_  
**OWNER** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**OWNER ADDRESS** \_\_\_\_\_  
**CONTRACTOR** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
**CONTRACTOR ADDRESS** \_\_\_\_\_ **CELL** \_\_\_\_\_  
**ESTIMATED COST OF CONSTRUCTION** \$ \_\_\_\_\_ (Cost of Labor and Materials.)

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE NAMED PROPERTY **OR** THAT I HAVE BEEN AUTHORIZED BY THE OWNER OF RECORD TO MAKE THIS APPLICATION AS HIS AGENT; AND I CERTIFY THAT ALL INFORMATION FURNISHED ON THIS FORM IS ACCURATE; AND I AGREE TO CONFORM TO ALL APPLICABLE CODES OF THE JURISDICTION; AND OBTAIN FINAL INSPECTION APPROVAL BEFORE OCCUPANCY OF THE STRUCTURE. I CERTIFY THAT THE CODE OFFICIAL, OR HIS REPRESENTATIVE, SHALL HAVE AUTHORITY TO ENTER AREAS COVERED BY THIS PERMIT AT ANY REASONABLE HOUR TO ENFORCE PROVISIONS OF THE APPLICABLE CODES. I UNDERSTAND WHAT INSPECTIONS ARE REQUIRED, AND WHEN, AND HOW TO REQUEST AN INSPECTION.

- CALL THE CITY OF WADSWORTH AT 335-2753 FOR BLDG., ELECTRIC, HVAC, INSPECTIONS.
- CALL MEDINA CO. HEALTH DEPT. AT 723-9668 FOR ALL PLUMBING PERMITS.

\_\_\_\_\_  
**SIGNATURE OF Owner/Agent**    **DATE**



\_\_\_\_\_  
**PRINT NAME**

### ***Official Use Only – Do Not Write Below This Point***

Use \_\_\_\_\_

#### **Fee Computation**

CONSTRUCTION BASE FEE ..... \$ 50.00 BP

**TOTAL PERMIT FEES**..... \$ 50.00

\_\_\_\_\_  
**BUILDING OFFICIAL / DEPUTY APPROVAL**

\_\_\_\_\_  
**DATE**

**See Below ↓**

### **Step 3) Permit Application Submission & Payment**

- Please submit the building permit application & plan review at this time by email or mail with an email address included.
- Payments (checks) may accompany the applications if mailed, or be made after permit approval with a credit card by phone.

*Roofing Permit Fee = \$50.00 Total*

- Receipts and permits will then be returned by email if possible or mailed.
- Please email or call the office for instructions on handling large sets of plans, or with other questions.

**Application Submission:**            [jstefl@wadsworthcity.org](mailto:jstefl@wadsworthcity.org)            **330-335-2753**

**Construction Questions:**            [khall@wadsworthcity.org](mailto:khall@wadsworthcity.org)            **330-335-2780**

**Checks Payable to:** City of Wadsworth

**Mailing Address:**    Building Department  
                                 City of Wadsworth  
                                 120 Maple Street  
                                 Wadsworth, OH 44281