



ROOFING PERMITS

FREQUENTLY ASKED QUESTIONS

IS A BUILDING PERMIT REQUIRED TO REPLACE OR RECOVER A ROOF?

Yes, a permit and inspection are required. As a protective measure for our residents and businesses, a building permit is required for the replacement of all roofs, both residential and commercial. The permit ensures that the contractor is registered and insured, and the work is done safely.

MY INSURANCE COMPANY WANTS VERIFICATION OF BUILDING CODE REQUIREMENTS

The City's adopted building codes are listed in Chapter 15 of the Code of Ordinances. See below for additional details.

DO I HAVE TO BRING MY ROOF SHEATHING UP TO CURRENT CODES?

The roof sheathing and structure must be capable of supporting the roof covering materials plus the material, equipment, and human loads required to install or maintain the roof. If there is visible deflection, soft spots, deflection under loading, or visible signs of damage or decay, roof sheathing may need to be replaced. If more than an aggregate of 100 sq ft of sheathing needs to be replaced, all of the roof sheathing must be replaced. Any new materials must comply with current building codes.

CAN A CITY INSPECTOR COME AND EVALUATE MY ROOF?

No, City inspectors do not perform inspections to assess the condition of an existing roof. Your contractor or insurance agent will assess its condition if you believe that repairs are needed.

HOW DO I CHOOSE A ROOFING CONTRACTOR?

Roofing contractors do not have to be state licensed, but they do have to register with the city and provide proof of insurance. It is recommended that you find a contractor whom you can verify is locally based. The Better Business Bureau, online contractor reviews, your insurance company, and the North Texas Roofing Contractors Association (ntrca.com) are good resources.

PERMITS & FEES

A building permit is required to repair or replace a roof. The Permit Type is "BUILDING (RESIDENTIAL)" or "BUILDING (COMMERCIAL)" and the Work Class is "ROOF."

The fee is \$100 for residential roofing. For commercial, the fee is dependent on the value of the work.



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SUBMITTAL REQUIREMENTS

All permit applications and inspection requests are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

If there is a change in materials, or if the sheathing is replaced, please include that in the description.

TYPICAL REQUIRED INSPECTIONS - RESIDENTIAL

Re-roof permits require a Final Building inspection. Roof inspections may be done in person or by Remote Video Inspection. Inspections that are requested before 4 pm will be conducted the next business day. A roof inspection typically includes, but is not limited to, the following:

- Attic:
 - Vent pipes for gas appliances are intact and have at least 1 inch clearance from combustible materials where they pass through the roof
 - Plumbing vents are intact
 - Structure appears to be generally intact
 - No apparent signs of decay in roof decking
 - If new decking, will verify type of decking and edge clips if required
 - No apparent damage to gas appliances
 - Attic vents installed as required
- Exterior
 - Inspector will perform a cursory visual inspection from ground level
 - Gas appliance vent pipes extend through roof with caps installed and intact
 - PVC plumbing vents extend through the roof, are installed with boots/flashing, and PVC is painted for UV resistance
 - Flashing and drip edge are installed correctly
 - Flashing and crickets around chimneys
 - Shingles appear to be installed neatly and correctly
 - Trash and debris have been removed from the site

CODE REQUIREMENTS - RESIDENTIAL

- A building permit is required for all construction, alteration, replacement, and repair of roofing (IRC R105.1)
- Structural integrity: Structural roof components must support the roof covering system and any additional loads (material, equipment, etc.) during construction (IRC R908.2, IECC 706.2)



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- If roof decking needs to be replaced, the decking on the whole house must be brought up to current codes. Exception: if less than one aggregate “square” of roof decking (100 square feet) is replaced.
- Layers of roofing: Existing layers must be removed down to the deck
- Ice and water barrier is not required in this Climate Zone (IRC Table R301.2 (1) local amendment)
- Flashing must be installed at wall and roof intersections, changes in slope, and roof openings (IRC R903.2.1)
- Asphalt shingles can only be used on roof slopes of 2:12 or greater. For slopes of 2:12 up to 4:12, double underlayment is required. See IRC Tables R905.1.1(1-3).
- Drip edge required at eaves and rake edges. (IRC R905.2.8.5)
- Roofing must be Class C or better.
- Attic vents must be installed in accordance with IRC R806 and manufacturer's installation instructions.
- Gas appliance vents must be replaced/reinstalled in accordance with IRC Chapter 24. Verify clearances between gas appliance vents and combustible roofing material. (IRC Chapter 24)
- Plumbing vents must be replaced in accordance with IRC Chapter 31, extending no less than six inches above the roof and installed with appropriate flashing. PVC must be rated for UV exposure or painted to protect the surface. It is recommended that vent stacks be painted to match the roof. (IRC P3103)
- If roof decking must be replaced, the new material must meet the requirements of Table R503.2.1.1(1) of the IRC.

CODES AND ORDINANCES

Please see our website for the currently adopted editions of the building codes. Engineers involved in the design or construction must be licensed in the State of Texas. The Code adoptions and local amendments can be found in Chapter 15 of Coppell’s Code of Ordinances. Zoning regulations are in Chapter 12, and fence regulations are in Chapter 9. All contractors must be registered with the City of Coppell and licensed as required by the State.

https://library.municode.com/tx/coppell/codes/code_of_ordinances