



In-Progress Roofing Agreement

January 2023

This program is an option for C-39 Licensed Roofing Contractors Only

The Building Safety & Inspection staff has implemented a system of an In-Progress Roofing Inspection Agreement in order to assist contractors to expedite the roof inspection process. This is a comprehensive **one-time inspection** method which allows the city inspector to visit the job site **once**, provided the agreement is signed by a (C-39) Licensed Roofing Contractor and the Property Owner.

How does it work?

This method permits the builder to completely remove the existing roofing material (i.e., remove and replace damaged deck, nails, staples) and install the new roofing material; however, only **half** of the roof area may be fully covered. The remaining half shall not be covered with felt or roofing material until it is inspected. Felting over the entire roof surface may be permitted during the rainy season upon approval by the city inspector. If the inspector determines that the installation of all new roofing material and roofing assembly comply with the building code requirements, the project will be finalled and no further inspections will be necessary. However, if deficiencies in material or workmanship are noted, the contractor and/or building owner will correct those deficiencies and will need to call for a follow-up inspection.

Does it apply to all reroof projects?

This process does **NOT** apply to any of the following conditions: a) for roof pitches under 2:12, b) built-up roof systems, and c) systems requiring additional framing members such as metal and tile roofs.

When and where do I call?

Inspection requests can be made by calling **(916) 478-2225** or by scheduling online using the [eTrakit permit portal](#). Inspections can be scheduled no later than 5:00 am on the day of the inspection. The contractor or property owner shall be on site during the course of the inspection and provide all the necessary equipment such as the permit job card, ladder, and any necessary literature (i.e., materials specifications, agency listing number, etc.).

ACKNOWLEDGEMENT

Please print and sign your name below acknowledging your understanding and acceptance of the In-Progress Roof Inspection Agreement.

Property Owner's Name (<i>print</i>):	Date & Signature:
Contractor's Name (<i>print</i>):	Date, Signature & C-39 License Number:
Project Address:	Permit No.:

Note: failure to comply with this agreement will result in removing up to half of the new roofing material

_____ **Approved by Building Official (signature)**

_____ **Date**