



# City of Inglewood Building Division

Permit No. \_\_\_\_\_

## RE-ROOFING QUESTIONNAIRE & INSTRUCTIONS

**Instructions: Complete form. Read the inspection procedures. Complete and sign the declaration at the bottom of the form. (AND Fill out a building permit application)**

1. Job Address \_\_\_\_\_ No. of Bldgs. to be re-roofed \_\_\_\_\_  
(Separate permits required per each building)

Will the roof be done in sections? YES \_\_\_\_\_ NO \_\_\_\_\_  
(If YES, additional inspection fees of \$50.00 required per additional inspection)

Square feet of roof area per building (\_\_\_\_\_) (\_\_\_\_\_) (\_\_\_\_\_) Class of roof: A B C NR

Roof Pitch(s) \_\_\_\_\_ I CBO ER No. \_\_\_\_\_ Contract price \$ \_\_\_\_\_

- a. Is the existing roof being removed? Yes \_\_\_\_\_ No \_\_\_\_\_
- b. Is the existing roof sheathing spaced or solid? \_\_\_\_\_
- c. Will new roof sheathing be installed? Yes \_\_\_\_\_ No \_\_\_\_\_ Thickness \_\_\_\_\_
- d. Specify type of roofing (i. e. Built Up, Composition Shingles, Tile, etc. \_\_\_\_\_ Weight Per sq. Ft. \_\_\_\_\_
- e. Cool Roof required for non-residential roofs, where more than 50% or 2,000 sq. ft. re-roofed, whichever is less.  
Yes \_\_\_\_\_ No \_\_\_\_\_ If no, give reason \_\_\_\_\_  
Roof slope 2:12 or less, minimum aged solar reflectance of 0.63 and minimum thermal emittance of 0.75.  
Roof slope greater than 2:12, minimum aged solar reflectance of 0.20 and minimum thermal emittance of 0.75.

Description of work – include type of roof, type and number of layers of underlayment, tear off (if applicable), thickness and type of plywood (i.e.: ½ inch CDX):

2. CONTRACTOR INFORMATION:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

3. OWNER INFORMATION:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

4. INFORMATION / INSPECTION PROCEDURES / INSTRUCTIONS:

- 1. Roofing must be installed in accordance with the manufacturer’s installation instructions, and the Building Code.
- 2. Provide a safe ladder for each inspection. Ladder must extend at least 36 inches above the edge of the roof, be erected, and ready for inspection.
- 3. If roof covering is to be removed or made smooth, all removal and repair work must be completed and inspected PRIOR to applying any roofing materials.
- 4. After the removal and sheathing repair are complete and BEFORE applying any roofing materials, call for an inspection. No roofing materials may be applied without first obtain the written approval of the building inspector.

**5. After the re-roofing is complete, request a final inspection.**

- 6. The inspection record card must be conspicuously posted on the site.
- 7. Inspection requests can be made by calling 310-412-5294 between 7:30 a.m. and 5:00 p.m. when city hall is open. Inspection will be provided on the next City Hall business day following the request, but at least 24 hours after permit is obtained. Inspectors’ office hours, Monday – Thursday are 7:00 a.m. – 8:00 a.m. AND 4:00 p.m. – 5:00 p.m. Friday 7:00- 8:00 am & 3:00-4:00 pm.

**I have read the information outlined above. I understand my responsibilities. I agree to comply. I understand that a re-inspection fee applies if the job is not ready at the time of inspection. For permits issued to agent of the contractor: I agree to deliver a copy of this signed form to the license holder.**

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: City is on a 9-80 work schedule and is closed every other Friday.