



Informational Bulletin: Residential Re-Roofing Minimum Requirements

- Permits are required for ALL roofing projects where the total work is equal to or greater than 1 square of roofing material (100 square feet).
- Permits MUST be posted in a window or area to ensure it will be clearly visible from the street.
- Permit fees are determined by the cost of construction for the project. Contact the Development Services office for more information.
- New roof coverings shall not be installed without first removing ALL existing layers of roof coverings down to the roof deck (see exceptions per 2021 IRC for each type of roof covering).
- Proper attic ventilation can be determined as follows:
 - 1/150th of the area of the attic space **OR**
 - 1/300th of the area **IF** equal amounts of soffit and upper ventilation exists.
- Drip edge is required on all asphalt (composition) shingled roofing projects. Seams must overlap properly to deter water.
- Damaged, deteriorated or rusted roof vents and flashings are to be replaced and installed per manufacturer's installation instructions.
- Proper termination for all exhaust vents penetrating through the roof will be as follows:
 - Fuel fired appliances shall have approved/listed termination cap, collar and flashing assemblies as required by the manufacturer.
 - Exhaust vents (i.e. bathrooms, kitchen vent hoods, and dryers) shall have dampers with screen (clothes dryer vents shall have the screen removed).
- Damaged or water-soaked sheathing must be replaced with a minimum of 5/8" decking.
- Roof coverings must be installed on the appropriate pitch as defined by chapter 9 of the 2021 International Residential Code (IRC).
- **Any person or business performing contracting work within the city limits is required to register as a contractor with the City of Universal City.**
- **Daily patrols will be performed by the Development Services Department for unregistered individuals performing work without a permit. Fines/citations between \$200- \$2000 daily can be issued for work performed without proper permits.**

Please contact the City of Universal City Development Services Department with any additional questions, concerns or to report any unpermitted work in your neighborhood at (210) 659-0333.

****This is a partial list of the basic requirements for re-roofing projects. This document is intended to aid contractors, homeowners, insurance adjusters, and suppliers with common roofing questions.****