



County of San Diego, Planning & Development Services
MULTIFAMILY RE-ROOF REFERRAL SHEET
BUILDING DIVISION

Referral Information (To be completed by County staff)

Plan reviewer: _____ Hrs. _____ Date: _____

- Proceed to PDS technician for permit issuance per project specifications below
- Project specifications below have missing or incomplete information; provide complete information for further evaluation by PDS plan reviewer.
- Proposed roofing type adds additional loads to the roof: project requires structural analysis by California-licensed engineer. Stamped/signed **calculations** – two copies – shall be submitted for review and approval by PDS plan reviewer.
- Alterations are proposed for roof framing (i.e., structural reroof): project requires structural analysis by California-licensed engineer. Stamped/signed **plans** and **calculations** – two copies of each – shall be submitted for review and approval by PDS plan reviewer. Requires Fire District review.

Project specifications (To be completed by applicant)

Project name: _____ APN: _____

A. STEEP-SLOPED PROJECTS (rise:run of greater than 2:12)

1. Existing roofing type:

- Asphalt shingles
- Concrete tile
- Clay tile
- Metal
- Other

2. Proposed roofing type:

- Asphalt shingles (2 layers max. for recover)
- Concrete tile (8 psf max if changing roofing type)
- Clay tile (8 psf max if changing roofing type)
- Metal
- Other

3. Proposed roofing material listing information:

Manufacturer: _____

Model: _____

ICC/UL listing number: _____

4. Cool roof required:

- Yes (product information below must be consistent with the ICC/UL listed roofing material indicated in A.3)
Cool Roof Rating Council (CRRC) ID number: _____
CRRC color: _____

Note: Proposed roofing products must have minimum aged solar reflectance ≥ 0.20 AND minimum thermal emittance ≥ 0.75 OR minimum SRI of 16.

Exception: If aged solar reflectance value not available from Cool Roof Rating Council, aged value shall be determined by CBEES 110.8(i)2 equation using initial solar reflectance (submit separate documentation)

Note: Adding roofing over existing roofing (i.e., recover) is required to comply unless exempted below.

- No (select one of the following cool roof exceptions)
 - 50% or less of roofing area replaced up to a maximum 2000 s.f. per CBEES 180.2(b)1.A. Reinstallation of concrete or clay tile permitted (i.e., lift and re-lay) per CBC 1512.4.
 - Project is in climate zone 7
 - Building inspector shall verify** the following existing/new elements allowing cool roof exemption:
 - Minimum R-38 existing/new ceiling insulation
 - Existing/new radiant barrier installed in attic
 - In climate zones 10 and 14, no ducts in attic
 - Minimum R-2 existing/new continuous insulation installed above or below roof deck
 - Roof area covered with integrated photovoltaic (PV) or solar thermal panels
 - Roofs ≥ 25 lb/ft² in weight
 - Applicant submitted energy efficiency performance documentation demonstrating compliance

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B. LOW-SLOPED PROJECTS (rise:run of 2:12 or less)

1. Existing roofing type:

- Built-up
- Metal
- Other

2. Proposed roofing type:

- Built-up
- Metal
- Other

3. Proposed roofing material listing information:

Manufacturer: _____

Model: _____

ICC/UL listing number: _____

Assembly system number for built-up roofing (provide a copy): _____

4. Cool roof required:

- Yes (confirm product matches ICC/UL listed roofing material indicated above)

Cool Roof Rating Council (CRRC) ID number: _____

CRRC color: _____

Note: New roofing product must have minimum aged solar reflectance ≥ 0.63 AND minimum thermal emittance ≥ 0.75 OR minimum SRI of 75

Exception: If aged solar reflectance value not available from Cool Roof Rating Council, aged value shall be determined by CBEES 110.8(i)2 equation using initial solar reflectance (submit separate documentation)

Exception: Revised roofing product requirements if using insulation per Aged Solar Reflectance Insulation Trade-Off Table (CBEES Table 180.2-A) (submit separate documentation)

Note: Adding roofing over existing roofing (i.e., recover) is required to comply unless exempted below.

- No (select one of the following cool roof exceptions)
 - 50% or less of roofing area replaced up to a maximum 2000 s.f. per CBEES 180.2(b)1.A.iii.
 - Building inspector shall verify** the following existing/new elements allowing cool roof exemption:
 - Roof area covered with integrated photovoltaic (PV) or solar thermal panels
 - Roofs ≥ 25 lb/ft² in weight
 - Applicant submitted energy efficiency performance documentation demonstrating compliance

5. Continuous insulation required:

- Yes
 - Roof replacement, continuous insulation $\geq R-14$ or overall assembly U-factor ≤ 0.039 per CBEES 180.2(b)1.A.iii
 - Install R-14 continuous insulation at roof deck or a total assembly of R-25 insulation
 - Exception: Roof recover (additional covering over existing) add $\geq R-10$ insulation above roof deck per CBEES 180.2(b)1.A.iii
 - Exception:** Continuous insulation may be reduced to R-10 where conditions are met for mechanical equipment per CBEES 180.2(b)1.A.iii
 - Exception:** Continuous insulation may be reduced at drains and low points provided the insulation thickness is increased at the high points so that the average thermal resistance equals or exceeds R-14 per CBEES 180.2(b)1.A.iii
- No (select one of the following continuous insulation exceptions)
 - 50% or less of roofing area replaced up to a maximum 2000 s.f. per CBEES 180.2(b)1.A.iii.
 - Project is in climate zone 7 and is exempt per Table CBEES 180.2(b)1.A.iii
 - For roof recoats, the area of the roof recoat is not required to be insulated per CBEES 180.2(b)1.A.iii
 - Applicant submitted energy efficiency performance documentation demonstrating compliance

C. ROOF SHEATHING PROJECTS

Roof sheathing to be placed as part of this permit:

- Yes (Requires a roof nail inspection)

Note: Applies to repair, replacement, or installation of any sheathing.
- No

D. SELF CERTIFICATION PROJECTS

Will project be self-certified by a licensed contractor:

- Yes, complete [PDS 136](#)
- No