



CITY OF DIXON
600 EAST A ST.
DIXON, CA 95620-3697
PHONE (707) 678-7000

Building Info Building@cityofdixonca.gov

Instant Permit Residential Reroof

Instant permits are available for a specific group of routine residential permits. It is critical to enter all the necessary information and to provide all the documents as required. Missing or incomplete information may result in additional fees and/or the need to submit for a new permit as directed by the field inspector.

Please visit the city Civic Access Portal City of Dixon, CA and log-in or create an account. You can review detailed instructions at Welcome to the Official Website of the City of Dixon Welcome to the Official Website of the City of Dixon, CA - Permits

Create account or log-in

Select [Apply for a Permit](#)

Select Building (Residential) Reroof Instant Permit * then select

Apply

1. **Location - enter location and verify APN then select**

Next

2. **Type – Enter description, square footage and valuation then select**

Next

NOTE – Description to include the following

- Description of Work – Like Kind – Direct Replacement or Overlay of Same Materials only (2 layers Max)**
- Description of Location – Entire Roof, Second Floor Only, etc. – Residential Building Only (Separate Permit Required for Additional Structures other than Detached Garage for the Dwelling)**

3. **Contacts – Enter Applicant, Contractor, Owner/Builder and Owner then select**

Next

4. **More Info – Enter all required information and signatures as required then select**

Next

5. **Attachments – Construction Debris (signed), Declaration/Authorization (signed), Smoke/CO2 (signed), T-24 or Residential Cool Roof (signed), CSLB (upload current**

- ✓ **When digital plans are not available**, please have the approved job copy of plans (stamped, approved, signed and dated by City of Dixon Building Department with the correct size, as listed below, onsite with the required documents specific for your project.
 - Residential New Structures 24" x 36" minimum
 - Addition/Remodel 24" x 36" minimum
 - Patio Cover 11" x 17" minimum
 - Small Repairs 8.5" x 11" minimum
 - Pool/Spa 11" x 17" minimum
 - Solar 11" x 17" minimum
 - Commercial 24"x 36" minimum
- ✓ Unless previously discussed, a person must be onsite to walk the inspection with the inspector
- ✓ Ladder Protocols - if a ladder is needed to conduct the inspection, a Type 3 ladder shall be provided by permit holder. The ladder shall be set up prior to the inspector's arrival and shall be securely tied down for safety.
- ✓ If anything needs to be inspected that is under floor, open trench, within walls, within the ceiling, etc. it is up to the permit holder to leave it exposed until the inspection is completed. If the inspection area is covered (including not visible or accessible) it is at the cost of the permit holder to expose the area and repair the area after inspection.
- ✓ If there is an exposed hole be sure to clearly mark the area for safety if it is needed to be exposed for an extended amount of time.
- ✓ Keep the site clean and clear of trash. For safety pick up nails, scrap metal etc. If the inspector needs to replace their vehicle tires you will be charged a re-inspection fee.

****Be advised** if the project is not ready for the requested inspection, or if plans/documents are not on site, the inspector will result as NOT READY/CANCEL. If it happens more than one time, there may be re-inspection fees charged. Re-inspection fees must be paid in person before requesting another inspection. For general questions about the permit resubmittal process or requirements, please contact the Building Division at (707) 678-7000 x1789 or building@cityofdixonca.gov

Installation Requirements (Avoid Common Corrections)

Asphalt shingles require minimum slope of 2:12. Nail Wood Structural Panel's 6 in. edge, 12 in. field (6 in. field if less than 3/4 Wood Structural Panel).

Fasteners for asphalt shingles and drip edge shall be galvanized steel, stainless steel, aluminum or copper roofing nails. Minimum 12 gage (0.103-inch 3mm) with a minimum 3/8 inch-diameter head complying with ASTM F1667 and long enough to penetrate the roofing materials 3/4 inch into the roofing materials. Install shingles min 4 fasteners per strip

R905.2.5 Fasteners. Fasteners for asphalt shingles shall be galvanized steel, stainless steel, aluminum or copper roofing nails, minimum 12-gage [0.105-inch (3 mm)] shank with a minimum 3/8-inch-diameter (9.5 mm) head, complying with ASTM F1667, of a length to penetrate through the roofing materials and not less than 3/4 inch (19.1 mm) into the roof sheathing. Where the roof sheathing is less than 3/4 inch (19.1 mm) thick, the fasteners shall penetrate through the sheathing.

Valley flashing

R905.2.8.2 Valleys. Valley linings shall be installed in accordance with the manufacturer's instructions before applying shingles. Valley linings of the following types shall be permitted:

- For open valleys (valley lining exposed) lined with metal, the valley lining shall be not less than 24 inches (610 mm) wide and of any of the corrosion-resistant metals in Table R905.2.8.2.

- For open valleys, valley lining of two plies of mineral-surfaced roll roofing, complying with ASTM D3909 or ASTM D6380 Class M, shall be permitted. The bottom layer shall be 18 inches (457 mm) and the top layer not less than 36 inches (914 mm) wide.
- For closed valleys (valley covered with shingles), valley lining of one ply of smooth roll roofing complying with ASTM D6380 and not less than 36 inches wide (914 mm) or valley lining as described in Item 1 or 2 shall be permitted. Self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 shall be permitted in lieu of the lining material.

Drip edge materials are required at the eaves and rake edges of the roof deck. Install per manufacturer requirements or minimum every 12 inches per code and overlap a minimum of two (2) inches. Drip edge is required to extend min ¼ below the roof sheathing and not less than two (2) inches back on to the deck.

R905.2.8.3 Sidewall flashing. Base flashing against a vertical sidewall shall be continuous or step flashing and shall be not less than 4 inches (102 mm) in height and 4 inches (102 mm) in width and shall direct water away from the vertical sidewall onto the roof or into the gutter. Where siding is provided on the vertical sidewall, the vertical leg of the flashing shall be continuous under the siding. Where anchored masonry veneer is provided on the vertical sidewall, the base flashing shall be provided in accordance with this section and counterflashing shall be provided in accordance with Section R703.8.2.2. Where exterior plaster or adhered masonry veneer is provided on the vertical sidewall, the base flashing shall be provided in accordance with this section and Section R703.6.3.

R905.2.8.5 Drip edge. A drip edge shall be provided at eaves and rake edges of shingle roofs. Adjacent segments of drip edges shall be overlapped not less than 2 inches (51 mm). Drip edges shall extend not less than 1/4 inch (6.4 mm) below the roof sheathing and extend up back onto the roof deck not less than 2 inches (51 mm). Drip edges shall be mechanically fastened to the roof deck at not more than 12 inches (305 mm) o.c. with fasteners as specified in Section R905.2.5. Underlayment shall be installed over the drip edge along eaves and under the drip edge along rake edges.

Replacement roof jacks for plumbing terminations (if original ones are damaged or otherwise unsuitable for re-use)

Proper cricket or saddle for chimney or penetration wider than 30 inches CRC 903.2.2

Secure “hot vents” from surrounding roof deck. Typical metal plumbing strap(s) are used in crisscross fashion to isolate and secure the water heater and/or furnace vent from contact with the deck. Min one inch clearance required

Underlayment required per manufacturers specifications and look for ASTM D226, D1970, D4869 and D6757. Install per manufacturer’s requirements

Replace all moisture damaged decking after stripping the old roof shingles (if deck is less than ¾ inch in depth then the deck shall be nailed at 6 inches on center in the field and 6 inches on center at the edge) otherwise every 12 inches in the field and 6 inches at the edge.

I have read and understand the requirements and limitations of the instant permit that I have applied for. I understand that work that has been performed beyond the scope of this permit type may be subject to additional fees including an additional permit without a refund of the permit pulled in error.

Name _____

Date _____