



## REROOF TEAR-OFF POLICY

COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING DIVISION  
 ALBERT SALVADOR, P.E., C.B.O., BUILDING OFFICIAL  
 10300 TORRE AVENUE • CUPERTINO, CA 95014-3255  
 (408) 777-3228 • FAX (408) 777-3333 • [building@cupertino.org](mailto:building@cupertino.org)

PROJECT ADDRESS		APN #	
OWNER NAME		PHONE	E-MAIL
STREET ADDRESS		CITY, STATE, ZIP	FAX
CONTRACTOR NAME		LICENSE NUMBER	LICENSE TYPE
COMPANY NAME		E-MAIL	FAX
STREET ADDRESS		CITY, STATE, ZIP	PHONE

### I UNDERSTAND AND AGREE TO THE FOLLOWING:

1. The re-roof project shall comply with all applicable provisions of the 2016 California Codes.
2. An inspection request can be scheduled **up to one business day before the requested inspection date.** Please schedule inspections online or call (408) 777-3228 from 7:30-3:30pm (Mon-Thurs) or 7:30-2:30pm (Friday) to schedule inspection. For Tear-Off and Nailing Inspections, you must also call on the day of the inspection **only after that phase of the work is completed.** The building inspector will be available within one hour. The hours for this service are: **7:30-10:30am and 12:30-3:30 (Mon-Thurs) and 7:30-10:30am and 12:30-2:30 (Friday).** Final Inspections will be given a two hour window.
3. **Tear-Off Inspection is required.** Any and all dry-rotted wood shall be replaced prior to this inspection. Unless new plywood roof sheathing is proposed throughout, **all the nails/fasteners shall be either completely knocked-down or removed** prior to this inspection.
4. If plywood is installed, a plywood **Nailing Inspection is required.**
5. Roofing shall not be applied without first obtaining all prior inspection and written approvals from the building inspector. Any roofing which is applied without first obtaining an approved inspection will require the removal of all new material down to the sheathing so a proper inspection can be performed.
6. A **Final Inspection and approval shall be obtained** from the building inspector when the re-roofing is completed. To receive a final sign-off, the following items will be verified:
  - a. Flat roofs shall have a minimum of ¼" per foot of slope and demonstrate there is no ponding.
  - b. Listings from approved testing agencies for all pre-manufactured products used shall be available on-site to review at the time of the inspection.
  - c. Proper spark arrestor installation, vents painted, gutter/downspouts installed, debris removed.
7. NOTE: If you call for a tear-off or plywood nailing inspection and the work is not complete, you will be charged a re-inspection fee. The re-inspection fee **shall be paid before another inspection can be scheduled.**

By my signing below, I certify each of the following is true: I am the property owner or authorized agent to act on the property owner's behalf. I understand and agree to comply with the re-roof policy stated above. I also understand that smoke detectors and carbon monoxide detectors are required to be installed in accordance with Sections R314 and R315 of the 2016 California Residential Code.

Signature of Applicant/Agent: \_\_\_\_\_ Date: \_\_\_\_\_