



**EZ PERMIT STANDARD**  
**RE-ROOFING**  
 For the Installation of New Roof  
 Coverings on Existing Roofs  
 Revised 11/18

**EZ Re-Roofing Permit**

**Obtain permits for the installation of new roof coverings on existing roofs without submitting plans by meeting the Conditions and Design Limitations below. Any deviations from this permit standard will result in permit revocation.**

**Conditions**

- EZ permit process **shall not** be applicable to buildings listed as historic as established by the Philadelphia Historical Commission.
- Replacement of sheathing in excess of 10% of roof area **shall not** be applicable to the EZ permit process.
  - Proposed Area of Roof Sheathing Replacement (sq. ft.): \_\_\_\_\_ Total Area of Roof (sq. ft.): \_\_\_\_\_
- Any roof alterations increasing the design gravity load by more than 5% **shall not** be applicable to the EZ permit process. Such alterations shall include:
  - Change of support elements under skylights
  - Relocation of rooftop mechanical equipment
  - Applications of ballasted roof systems
- Penetrations of wall or roof assemblies, such as skylight installations, **shall not** be applicable to the EZ permit process.
- Complete manufacturer's installation instructions shall be submitted at time of application filing prior to commencement of work.

**Construction Requirements**

- Roof certification shall be completed by Licensed Contractor. Roof certification shall be required to state that work has been completed as per manufacturer's specifications.
- Roof coverings to be installed in accordance to approved manufacturer's installation instructions.
- Complete manufacturer's installation instructions to be on site for inspector.
- **All** existing layers of roof coverings shall first be removed prior to installation of new roof coverings under the following conditions:
  - Existing roof or roof covering is water-damaged or deteriorated
  - Existing roof or roof covering is wood shake, slate, clay, cement, or asbestos-cement tile
  - Entire roof consists of two (2) or more roof coverings.
- Where new roof covering is placed over wood shingles or shake roofs, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber, or other approved materials securely fastened in place.
- Asphalt shingles shall be classified as D, G or H under ASTM Standard D 7158, or A, D or F under ASTM Standard D 3161.
- Drip edge shall be installed at eaves and gables of shingle roofs to extend ¼ inch below sheathing, and to extend back on the roof a minimum of 2 inches. Edges to be fastened at min. 12" O.C.
- Min. rating of roof coverings shall be Class B as tested in accordance with ASTM E 108 or UL 790.
  - Type IIB, IIIB, and VB construction shall be permitted a minimum roof covering rating of Class C.
  - Fire retardant-treated wood roof coverings shall be tested in accordance with ASTM D 2898.
- Any alterations to **roof insulation** shall be provided with new insulation to comply with the provisions of the International Energy Conservation Code, 2018.

**Flashing**

- Flashings shall be reconstructed in accordance with approved manufacturer's installation instructions.
- Metal flashings to which bituminous materials are to be adhered shall be primed prior to installation.

**Roof Covering Re-Installation**

- The following materials and items are **not permitted** for reinstallation:
  - Deteriorated, rusted, or damaged items:
    - Vent Flashing
    - Metal Edgings
    - Drain Outlets
    - Drain Collars
    - Metal Counter-Flashing
  - Aggregate surface materials
- Existing slate, clay or cement tiles in good, working condition shall be permitted for re-installation.

AP# \_\_\_\_\_ Applicant's Signature \_\_\_\_\_