125 East College Street
Covina, CA, 91723
P) 626-384-5460
Building@covinaca.gov
www.covinaca.gov

RESIDENTIAL RE-ROOF

Handout #05

The information in this handout provides general guidelines for the City of Covina Residential Re-roof permitting process. To obtain complete information for your project, please contact our friendly staff in person or over the phone at: **Planning (626) 384-5450 or Building and Safety (626) 384-5460, during our normal business hours (Monday through Thursday from 7:00 a.m. to 6:00 p.m.).**

What do I need if I would like to re-roof my residence?

Replacement or repair of more than 200 square feet (2sq) of roofing material requires a permit from the Building Department to assure compliance with adopted City codes. In addition to a building permit, all changes in roofing materials (including color of material used) must be reviewed and approved by the City Planning Division. Residential re-roof permits are usually issued over the counter.

Who can obtain a re-roof permit?

- A licensed C-39 (roofing) contractor, with proof of Workers' Compensation Insurance.
- A residential property owner (Owner/Builder), after the verification of ownership. If the homeowner obtains the permit and hires workers, state law requires the homeowner to obtain Workers' Compensation Insurance and to provide proof of this insurance prior to City inspection. In this instance, the homeowner is acting as the contractor and must comply with all state and federal taxing laws as required for "employees." Please consult with the City of Covina Building and Safety Division and the California State License Board at www.cslb.ca.gov regarding owner-builder permits and all required responsibilities, liabilities, and obligations.
- A licensed "B" contractor (general contractor), only when the roof is in conjunction with the multiple trade requirements of the California State License Board. The licensed "B" contractor may not take out a "Roof Only" single trade permit unless the contractor holds an additional C39 classification. The licensed B contractor is required to provide proof of Workers' Compensation Insurance, unless the contractor has no employees and is exempt from obtaining such insurance.

General requirements for most common re-roof projects:

- All work must comply with **2025 California Building Codes** or **2025 California Residential Codes,** and **2025 California Energy Codes.**
- ***Not more than 1 overlay*** of asphalt shingles may be applied over an existing asphalt shingle roof (***maximum 2*** layers of asphalt shingles total are allowed).
- Overlay is not allowed where existing roof OR roof covering is water soaked or has deteriorated to the point that existing roof OR roof covering is not adequate as a base for additional roofing.
- All roofing materials must be installed per the manufacturer's installation instructions.
- Class "B" or better (Class "A") roof covering is required for all re-roof.
- Minimum roof slope of ***2:12*** (two units vertical in twelve units horizontal) is required for installation of asphalt shingles.
- Two layers of underlayment shall be applied per code for roof slopes from ***2:12*** up to ***4:12***. For roof slopes greater than ***4:12***, a single layer of underlayment shall be applied per code.
- **Covina is located in Climate Zone 9.** *Radiant Barrier* (low E) and ***R30*** Insulation in attic recommended.
- **Planning approval required for certain areas within the City of Covina to meet design guidelines and High Fire Zone requirements.**

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