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Construction Industry Communication # 11

From: Keith Wagenknecht, Chief Building Official

**Re: Minimum Construction Document Standards for
Roofing/Window/Door Permit Applications and Inspection
Requirements**

Background: Construction documents in recent years concerning roofing and window replacement have essentially been nonexistent. Typically, information submitted for permit has consisted of nothing more than a permit description on the permit application stating "new roof" or "new windows". Accordingly, the lack of information provided by the applicant does not allow for adequate review with the applicable sections of either the OBC or RCO.

Requirements: OBC 106.1 requires adequate construction documents with the permit submittal detailing the scope of work proposed. Accordingly, the following minimum information shall be required when submitting for roofing, door/window and/or siding permits:

Roofing permit applications

- indicate existing roof type.
- indicate scope of work proposed such as tear off/replacement or additional roof added over existing, square footage and cost of job.
- indicate roof deck type, applicable joist type, and if structural modifications such as deck or joist repair are proposed.
- provide complete description of new roof system assembly proposed and provide material types, thicknesses, insulation, flashing, under-layment and ice barrier information as applicable.

Window/Door permit applications

- indicate the type of existing window/door designated for replacement.
- indicate size of the existing window/door designated for replacement.
- indicate the room name within which the window/door is to be replaced.
- indicate the new window/door type and size proposed (e.g. - windows comply with emergency escape and rescue; windows replaced within 36 inches of a tub or shower and the bottom of the glazing is less than 60 inches above the drain inlet require safety glazing).
- indicate cost of job.

Additional information (e.g. – plans, manufacturer’s data, etc.) detailing the proposed scope of work may be requested at the discretion of the plans examiner for review depending upon structural modifications/implications involved. Details and information requiring technical analysis shall bear the seal of a registered design professional in the state of Ohio in accordance with OBC 106.3.4.

ADDITIONAL NOTE – Previously, all 1,2,3-family projects involving roofing, windows, doors, siding or decks under 30” required only a registration. As of February 25, 2008, all 1,2,3-family projects involving roofing, windows, doors, siding or decks require a building permit. Fees for permits involving 1,2,3-family roofing, windows, doors, siding and/or decks can be found in the current Fee Schedule, which became effective February 25, 2008.

All residential roofing, window/door replacement and siding replacement require a building permit. The permit is a “Limited Scope of Work” as defined in the Fee Schedule. All permits require one (1) exterior inspection **at the end of the project**, unless otherwise noted(e.g. – decks require 2 inspections –see below) and no person is required to accompany the inspector during his/her inspection. However, it is the responsibility of the contractor to notify the homeowner of the inspection date, in order to allow for free and safe access to the property, i.e., unlocked gates, no pets in yard, etc.... Any failed inspection will require an additional inspection fee which is to be paid prior to the scheduling of the next inspection.

To avoid failed inspections, the following is a list of items the inspector will check:

Roof Replacement

- ✓ A maximum of two (2) layers are applied over the roof.
- ✓ Flashing was installed correctly at all areas required by the building code.
- ✓ Ventilation is provided.
- ✓ Ice guard was extended from the eave’s edge to a point at least 24 inches inside the exterior wall line.
- ✓ A saddle or cricket was installed behind all chimney’s or roof protrusions as required by the building code.
- ✓ In commissioned areas, the “Certificate of Appropriateness” was followed and a copy left on site for inspection.
- ✓ The work was completed in accordance to the manufacturer’s specifications.

Window / Door Replacement

- ✓ No alteration to the opening size was made.
- ✓ Tempered, laminated or safety glazing was used for all hazardous locations identified on the approved drawings.
- ✓ In commissioned areas, the “Certificate of Appropriateness” was followed and a copy left on site for inspection.
- ✓ The work was completed in accordance to the manufacturer’s specifications.

Siding

- ✓ All fixtures, panels and meters were fastened to the structure and not to the new siding.
- ✓ Penetrations through the siding were caulked to prevent water infiltration.
- ✓ In commissioned areas, the “Certificate of Appropriateness” was followed and a copy left on site for inspection.
- ✓ The work was completed in accordance to the manufacturer’s specifications.

If you have any questions concerning the new procedure or inspections you may contact the Building Inspection Supervisor at 614-645-6371.