



# CITY OF CITRUS HEIGHTS

## BUILDING & SAFETY DIVISION

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### Policy for Repair of Roof or Roof Covering

**Purpose:**

To establish a policy for when a permit is required for repairing damage to a roof or roof covering.

**Background:**

This policy has been an internal “verbal” policy for years, and is now being memorialized as a formal policy for staff to have for use with the public.

**Policy:**

Repairs to a roof or roof covering that do not exceed 10% of the total roof area, or 1,000 square feet, whichever is **less**, do not require a building permit.

NOTE: 1 Square = 100 Square Feet

**EXAMPLES:**

**RESIDENTIAL:**

Roof is 2,000 square feet, or 20 squares.

$20 \text{ squares} \times 10\% = 2 \text{ squares}$  ( $2,000 \text{ sq. ft.} \times 10\% = 200 \text{ sq. ft.}$ )

A maximum of 2 squares (200 sq. ft.) can be repaired without a permit.

**COMMERCIAL:**

Roof is 16,000 square feet, or 160 squares.

$160 \times 10\% = 16 \text{ squares}$  ( $16,000 \text{ sq. ft.} \times 10\% = 1,600 \text{ sq. ft.}$ )

This is **over** the 1,000 square foot maximum and would require a permit. The *maximum* that could be repaired is 1,000 square feet or 10 squares.

  
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Joseph Cuffe, CBO CFM COSS  
Chief Building Official  
City of Citrus Heights  
Building & Safety Division