



Office of University Building Official

4400 University Drive, MS 1E4; Fairfax, VA 22030

Telephone: (703) 993-6070

Procedure Guidance

DATE: July 13, 2023

TO: Associates and Coworkers

FROM: David M. Kidd, P.E.
University Building Official

SUBJECT: Roofing System Permitting and Inspection

Permitting Guidelines:

- New roofing or re-roofing project working drawings and specifications shall be prepared by a licensed Virginia Architect or Engineer.
- Before re-roofing a facility or making major repairs (greater than 250 ft²), a roof survey shall be performed by an experienced and qualified inspection service.
- Roof repairs or replacement where asbestos materials may be present require an asbestos & lead survey be performed and the findings reported in writing. Asbestos & lead surveys may be omitted for buildings constructed after 1985.
- For roofing projects which are very small (less than 250 ft²) where a roof survey does not appear cost effective, the permittee may request a waiver of the roof condition survey after determining the conditions by visual inspection. The request shall be accompanied by a roof plan sketch with features noted, a written description of the problems indicated on the roof plan, an approximate area of the roof to be repaired, and photographs showing the conditions which support the request.

RE-ROOFING REQUIREMENTS

When re-roofing is required for over 25% of the roof area:

Provide secondary (emergency) roof drains in accord with the requirements for new construction VCC 1502.2 & 1502.3. Structural calculations shall be submitted that demonstrate that the structure is adequate to sustain the accumulated water up to the elevation of the secondary roof drains in accord with ASCE 7-16, Chapter 8. The calculations shall include the actual elevations of the roof and the actual elevations of the primary and secondary drains. All calculations shall be sealed by an RDP.

THE ROOF CONSULTANT: See HECO Manual Appendix G Roof Inspection Forms and Procedures

THE ROOF INSPECTOR: See HECO Manual Appendix G Roof Inspection Forms and Procedures

ROOFING INSPECTION

1. A full-time roof inspector shall be on site while the roofing is being applied.
2. The Contractor shall provide not less than one (1) work day notice to the roof inspector prior to the installation of any roofing materials.
3. The consultant shall submit documented experience and qualifications to the OUBO of all participating employees.

Daily Report

1. A copy of the daily report shall be submitted to the OUBO office within one (1) work day after observation of a deviation from contract documents.
2. A copy of submittals shall be available on site at all times. All submittals shall be approved by the A/E.
3. The full-time roof inspector shall verify materials installed are as specified and in accordance with A/E approved shop drawings.

Final Inspection

Prior to OUBO Final Inspection:

The final report from the roofing inspector indicating the roofing material was installed per the approved construction documents shall be submitted to the OUBO office a minimum of five (5) business days before the Final Roofing Inspection.

*Refer to [George Mason University's Higher Education Capital Outlay \(HECO\) Manual](#), Appendix G for addition roofing information.