



**Building Services**  
808 West Spokane Falls Blvd  
Spokane WA 99201-3343  
(509) 625-6300

**BUILD-13**  
**Re-Roofing**  
**Built-Up Roofs**

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Built-up roof covering shall be completely removed before applying the new roof covering. An inspection by the Building Department is required prior to the removal of the existing roof to see if there is any extensive ponding, and if any corrective measures such as relocating scuppers or roof drains or resloping are necessary.

Should the building owner wish to add a new roof covering to an existing roof, the building owner must engage the services of an architect or engineer licensed in the State of Washington. The architect or engineer must certify in a report the following:

1. That the roof structure is sufficient to sustain the weight of the additional dead load of the roof covering.
2. There is not more than one existing roof covering on the structure.
3. The existing roof covering is securely attached to the deck.
4. The roof deck is structurally sound.
5. The existing insulation is not water-soaked.

This report must be submitted to the Building Official for review prior to the issuance of a permit. Any modifications or repairs necessary must be completed, inspected, and approved prior to the installation of the new roof.

Reference: 2006 IBC, Chapter 15, Section 1510.2, 1510.3