TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

Planning Office
650/375-7422
Fax: 650/375-7415

1600 Floribunda Avenue
Hillsborough
California 94010

ADRB ROOFING APPLICATION

New roofing is required to be consistent with the Town of Hillsborough's Design Guidelines. Shape, pitch, style and material of new roofing (as well as chimneys and eaves) should be consistent with the architectural style of the residence and the Design Guidelines. Any simulated materials should be natural in appearance, and a complete new roof for an entire residence may be required for major additions. Partial new roofing should be consistent in appearance and material to any existing roofing to remain. All new roofing should be of high quality and meet Fire Department standards.

Re-roofing which is consistent with the above may be processed through the Building Permit process. Re-roofing which is not consistent with the above or which involves major additions or new residences is subject to the Architecture and Design Review Board (ADRB) process.

To apply for consideration by the ADRB, submit the following:

- Eight (8) copies of the completed application and data sheet (attached).
- Eight (8) color photographs (or sets of photographs) showing the complete front of the house, its design and the roof. Polaroid photographs are not acceptable. If it is not possible to take photos showing the roof in relation to the house design, in lieu of the photos, copies of the front architectural elevation may be submitted.
- Eight (8) copies of the manufacturer's brochure with the product style and color highlighted. Inspiration photos of the roofing material installed on another home may be helpful and are encouraged to be included in packet materials.
- Eight (8) copies of a list of addresses in Hillsborough or neighboring communities having the material and color currently installed.

<u>All of the above shall be collated and attached as eight (8) complete identical sets with the project address printed clearly on the outside.</u>

- One (1) sample of the roof material and color (maximum size - 8.5" x 11"). You are encouraged to bring larger sample(s) to the meeting.
- A non-refundable application fee – see fee schedule.
- Electronic files of application materials.

Call 375-7422 to schedule an appointment to submit the completed application. When the application is submitted, instructions will be given to the applicant regarding preparation of the required public notices for the ADRB public hearing. Only complete applications can be accepted.

If you have any questions, please call the Planning Office, 375-7422.

Town of Hillsborough

ADRB Roofing Application

Please print clearly or type

Site Address: _____

Proposed Roof Material (Manufacturer, style, color): _____

_____

Property Owner(s): Mr. / Mrs. / Ms. / Mr. & Mrs. / Dr.
(please circle)

_____
(print name)

Signature Authorizing Application: _____

Mailing Address (if different from site):

_____

Phone: _____ Fax: _____

Contractor or other contact person: _____

Phone: _____ Fax: _____

Email Address: _____

Business License #: _____

Who will be preparing the public notice mailings?

_____

Phone: _____ Fax: _____

Email Address: _____

(over)

ADRB Roofing Application

Data Sheet

The ADRB considers the style and design of the house, the compatibility of the product with the neighborhood and the level of visibility of the particular roof. In order to document the information necessary for the Board to consider and take action on the application, please supply the following information:

What is the architectural style of the house (Ranch, Mediterranean, Modern, etc.)?

_____

List the addresses of homes within the immediate vicinity which have the same, or visually similar, roofing product (you may need to research Building Department records to provide the roofing product information):

Address: Material:

_____

_____

_____

_____

_____

What is the slope of the roof proposed for re-roofing? _____

If you acknowledge that the proposed product is <u>not</u> compatible with the neighborhood, but you seek approval based on the presumption that the roof is not visible, provide eight (8) sets of clear photographs taken from all vistas to document that the roof is not visible. Polaroid photos are not acceptable for this demonstration.

TOWN OF HILLSBOROUGH
BUILDING & PLANNING DEPARTMENT

1600 FLORIBUNDA AVE, HILLSBOROUGH, CA 94010
Phone: 650.375.7411 ~ Fax: 650.375.7415 ~ Website: www.Hillsborough.net

Roofing Requirements

The Town of Hillsborough has Residential Design Guidelines (for aesthetic considerations) which are applicable to all home improvements including roofing projects. The specified roofing material should be appropriate for the architectural style of the building and of a quality that is typical of Hillsborough buildings.

15.10 Energy Code (The Town of Hillsborough has adopted the 2008 edition of the California Energy Code as incorporated by reference in the California Building Standards Code (California Code of Regulations, Title 24 part 6).
15.10.060 Subchapter 8 (Low-rise residential buildings—Performance and Prescriptive compliance approaches).

All roofing products must meet the mandatory requirements of Sect. 118(i) of the 2007 California Energy Code. In order to meet the requirements of Sect. 141, 142, 143(a)1, 149(b)1B, 151(f)12, 152(b)1H, or 152(b)2, a roofing product's thermal emittance and 3-year aged solar reflectance shall be certified and labeled according to the requirements of Sect. 10-113. Roofing products that are not certified according to Sect. 10-113 shall assume the following default aged reflectance/emittance values: 0.08/0.75 for Asphalt Shingles and 0.10/0.75 for All Other Roofing Products.

NEW ROOF
Roofing products that are used for compliance with the standards (prescriptive and performance approaches) are required to be tested and labeled by the ***COOL ROOF RATING COUNCIL(CRRC)*** per section 10-113 and that liquid applied products meet minimum standards for performance and durability per section 118(i)4. The CRRC is the supervisory entity responsible for certifying cool roof products. The CRRC test procedure is documented in CRRC-1, the CRRC Product Rating Program Manual. This test procedure includes tests for both solar reflectance and thermal emittance. The roofing products manufacturer must have its roofing product tested for solar reflectance and thermal emittance, and be listed in the CRRC's Rated Product Directory (http://www.coolroofs.org) and be labeled according to CRRC procedures.

RE-ROOF
When more than 50% of the exterior surface of the roof or more than 1000 sq.ft. of roof will be replaced, whichever is less, the altered exterior surface area of the existing roofs shall meet the following requirements:

- For alteration to steep-sloped roofs (rise to run greater than 2:12)
    - Roofing products with a density of 5 lbs p/sq.ft. or more, in Climate Zones 1 through 16 shall have a minimum 2-year Aged Solar Reflectance of 0.15 and a minimum Thermal Emittance of 0.75, or a minimum Solar Reflectance Index (SRI) of 10. Solar reflectance is based on the 3-year aged values.
      If the 3-year aged value is not available, then use the following equation:

$$\text{Aged Reflectance}_{\text{calculated}} = (0.2 + 0.7\,[\,P_{\text{initial}} - 0.21])$$

Alternatives and Exceptions

- For steep-sloped roofs (>2:12), the following shall be considered equivalent to (an alternative) the cool roof requirements:
    - Insulation with a thermal resistance of at least 0.85 hr'ft2'*F/Btu or at least a ¾ " air-space is added to the roof deck over an attic; or
    - Existing ducts in the attic are insulated and sealed according to Section 151(f)10;or
    - Buildings with at least R-30 ceiling insulation; or
    - Buildings with a radiant barrier in the attic meeting the requirements of Section 151(f)2; or
    - Buildings that have no ducts in the attic; or
- For low-sloped roofs (<2:12), buildings with no ducts in the attic are exempt from the cool roof requirements.

15.04.130 Minimum Roof Classification. All roof assemblies shall be Class A. All roof assemblies and roof coverings shall be tested in accordance with ASTME 108 or UL 790. In addition, fire-retardant-treated wood roof coverings shall be tested in accordance with ASTM D 2898. The minimum roof coverings installed on buildings shall comply with the Table 1505.1 as amended. The entire roof covering of every existing structure where more than 50% of the total roof area is replaced within any one-year period, the entire roof covering of every new structure, and any roof covering applied in the alteration, repair or replacement of the roof of every existing structure, shall be a fire-retardant roof covering that is at least Class A.

1. Ladders provided for inspectors must have a minimum rating of 250 lbs., be tied in place and have a minimum of 3 rungs above the roof.

2. If an overlay is planned, a preinspection must be performed. There is a $30 fee for this inspection, and the permit will not be issued until the preinspection has been performed and approved. The ICBO report must be provided at application.

3. If the roofing material is be changes to a heavier material than was originally approved for the home, an engineers evaluation and report will be required approving the heavier material for the existing roof structure.

4. Job card must be on site at all times and Inspections should be called in at least 48 hours in advance.

5. Two inspections are required for roof smaller than 75 squares. The first inspection is an early in progress inspection. The following items shall be completed by the time the inspector arrives:
    a. Old roofing completely removed and deck swept clean.
    b. Any decking which is rotten or broken shall be removed and replaced.
    c. Stucco at wall junctions shall be broken back to expose lathing.
    d. The first courses of roofing material may be installed to verify class "A" roof assembly requirements

    The second and final inspection is to verify all of the following items have been completed:

6. Clearance to combustible materials around flue pipes shall be a minimum of 1" for double walled flues, and minimum 6" for single walled flues. Flues shall be strapped or secured in place and shall be a minimum of 12" above the roof deck measured from the high side on roof less than 6:12. (Steeper roof require taller flues). This item to be checked prior to installation of new roofing materials.

7. At roof to wall or chimney junction, when exterior walls are stucco, flashings must be installed under lathing paper. Existing stucco must be broken out to expose lath at tear off inspection.

8. Lathing paper shall be installed with a minimum horizontal lap of 2” and a minimum vertical lap of 6”. Wire lathe shall overlap a minimum of 1” horizontal and vertical. Lathing paper shall lap over flashing a minimum of 2”.

9. At roof to wall or chimney junction, when exterior walls are wood siding, the flashing must be installed behind siding and paper. If a new section of siding is to be installed, z-bar shall be installed at the horizontal juncture.

10. Crickets shall be required at all flat area larger than 24” behind fireplace chimneys, skylights, mechanical equipment and similar items; they shall be slope a minimum of ¼” per foot.

11. If new plywood is installed, a nailing inspection is required.
    a. Overdriven nails will not be allowed. These must be replaced.
    b. When applying plywood over skip sheathing, use minimum 10d nails or ring shank 8d
    c. Break sheet ends on rafters.

12. If roof slope is less than 4 in 12, and shingles are to be installed, underlayment must be a minimum of 2 layers of 15 lb. Felt, installed shingle fashion with 19” lap horizontally, per Table 15-B-1. Asphalt shingles not permitted at less than 2 in 12 pitch.

13. If there is mechanical equipment on the roof the following requirements must be met:
    a. Access in the form of a fixed ladder must be provided.
    b. Condensate drains must go to an approved receptor.
    c. Conduit and piping must be strapped to approved blocks, masticed to roof.

14. If the roof has parapets, and there is the possibility that water may accumulate more than 2” inches, roof drains and secondary (overflow) drains or scuppers will be required, sized per the plumbing code.
    a. Overflow drains shall have inlet flow line located 2 inches above the low point of the roof
    b. Scuppers may be installed in lieu of overflow drains in an adjacent parapet wall. The scupper must be 3 times the size of the roof drain, with a minimum height of 4 inches.
    c. Overflow drains shall drain to an approved open and obvious location and shall not be connected to the primary roof drain line.

15. All exposed nails are to be sealed with roofing mastic.

16. All ABS vent piping exposed above the roof shall be painted for protection against UV degradation.

17. Attic ventilation will need to meet the code minimum (1/150 of the area being ventilated or 1/300 with high and low ventilation with a ventilator) Verify that ventilation openings have not become blocked, or painted shut.

18. If ceiling insulation has become soaked, it must be replaced.

19. Safety requirements when using an asphalt kettle:
    a. Provide a minimum 20-B-C fire extinguisher within 30 feet of the kettle when heat source is operating.
    b. Provide a minimum 20-B-C fire extinguisher on the roof during coating operations.
    c. Kettle must have a tight fitting cover
    d. Kettles shall not be located within 20 feet of any combustible material or building surface.

20. When removing old roofing materials or gravel, avoid stockpiling of materials in one area, so as to not overload the roof structure. Also, when loading new materials onto the roof, be sure to evenly distribute them to avoid any concentrated loads.

21. Rusted or damaged flashings, vent caps, roof jacks, and edgings shall be replaced with new materials.

22. All new exposed lumber and newly installed stucco shall be sealed.

23. Electrical service drop anchor must be properly secured at final. PG&E will provide this service at no charge. Owner may contact PG&E at 1-800-743-5000

24. Spark arresters shall be installed at chimney tops on wood burning fireplaces when new roofing is installed. The minimum opening of the spark arrestor must be four time the diameter of the flu pipe. This item will be checked at final.

15.20 Fire Code

15.20.010 (The Town of Hillsborough has adopted the 2010 California Fire Code (International Fire Code, 2009 Edition as amended by the state of California).

New buildings located in any Fire Hazard Severity Zone within State Responsibility Areas or any Wildland-Urban Interface Fire Area designated by the enforcing agency for which an application for a building permit is submitted, shall comply with Section **704A.1---Roofing** of the 2010 California Building Code.
For complete information, refer to: ***Section 704A---MATERIALS, SYSTEMS AND METHODS OF CONSTRUCTION of the 2010 CBC.***