



**CITY OF WILLOWS  
COMMUNITY DEVELOPMENT DEPARTMENT**

201 N. Lassen Street Willows, CA 95988

(530) 934-7041

FAX (530) 934-7402

**REROOF PERMITS**

1. **PROVIDE LADDER:** A safe ladder must be provided for the Inspector's use to access the roof for each inspection.
2. **TEAR OFF:** All reroofs which include removal of existing materials require a tear-off inspection to check for dry rot and/or other damages before installing new materials.
3. **ROOF NAILING:** After installation of the roof sheathing (plywood/OSB), a roof nailing inspection is required to check the sheathing nailing. Felt shall not be installed before this inspection.
4. **FINAL:** Call for a final inspection after all work is completed. When installing a new or unusual brand of roofing material, provide the Inspector with a copy of the Manufacturer's Installation Instructions.

In order to verify requirements as per code, a **preliminary roofing inspection will be required prior to any OVERLAY reroof work commencing**. Therefore, after permit issuance, the contractor or owner/builder shall **call for an inspection at 530-934-8447 to schedule the preliminary roofing inspection prior to commencing any work**.