



VILLAGE OF SCHAUMBURG

Community Development Department

Roofing Inspection Procedures

Installation and Inspection Requirements:

- ❖ The Village typically requires that two (2), three foot (3') wide sections of a waterproof membrane (commonly known as Ice and Water Shield™) be installed at the edge of the roof, and one (1), three foot wide section centered in all valleys where water will accumulate, however, for roofs with larger overhangs, this may not be enough. The requirements of the 2015 IRC and the manufacturer's specifications should be followed in all cases.
- ❖ Effective March 1, 2018, all drip edge shall be installed prior to calling for the active inspection. Drip edge profile shall be per the requirements of the 2015 IRC.
Refer to page 2 of this handout for additional drip edge clarifications.
- ❖ After the waterproof membrane, gutter apron, drip edge, and flashing is installed, and while waiting for an active roof inspection, shingles can be installed in the following manner:
 - to a point where at least ½ of the upper portion of the water proof membrane is clearly visible to the inspector;
 - at the upper end of the water proof membrane, shingling can continue to the peak of the roof, but not in any valleys where water will accumulate; and
 - the water proof membrane in the valleys, must be clear of shingles and visible to the inspector.

If the membrane is not adequately visible to the inspector, the inspector will direct that certain previously installed shingles be removed;

- ❖ Other permissible activities that can be done when waiting for the Active inspection:
 - Use the entire crew to clean-up the site and fill the dumpster as much as possible;
 - Install felt paper anywhere on the roof;
 - "Stock" the roof to the fullest possible use of space, short of covering up the membrane runs as described above; and
- ❖ The village does not, under any circumstances, accept pictures of installed membranes that have been covered prior to an active inspection.

❖ When a roof must be open overnight for a next day active inspection, the following procedures should be followed:

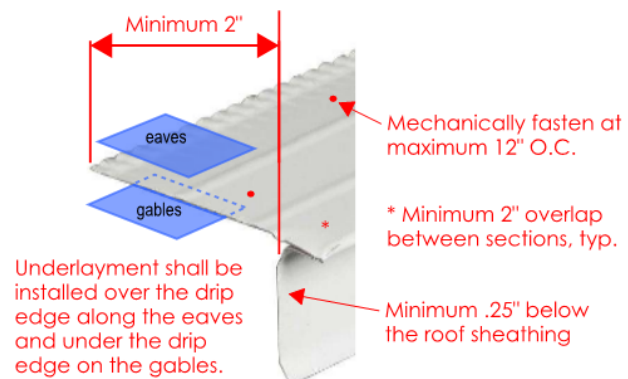
- the uncovered areas can be covered with felt paper, but if rain unexpectedly occurs overnight prior to the active inspection, the felt paper will most likely need to be removed and new felt paper installed in order to pass the inspection;
- when rain is expected, the open areas should be covered with securely fastened waterproof tarps acceptable for this type of circumstance.

Scheduling Roof Inspections:

- The deadline to call for a next day inspection (either an Active or Final) is 4:00 PM the day prior to the inspection;
- The time to call for an inspection window is the day of the scheduled inspection between 7:30 AM to 8:00 AM in order to speak directly to the inspectors. **Inspectors will attempt to accommodate inspection windows of 8:00 AM to 10:00 AM, 10:00 AM to 12:00 NOON or 1:00 PM to 3:00 PM.** Availability to accommodate special requests may vary daily based off other scheduled inspections and meetings for that day.
- Same day inspections will not be scheduled under any circumstances.
- If an inspection is failed or re-scheduled due to the contractor not being ready for any reason, a re-inspection fee may be required, at the discretion of the Building Official, per the fee schedule as indicated in Schaumburg Village Code Title 3: Administration Code Chapter 41. Once a re-inspection fee is paid, a new inspection may be rescheduled, by 4:00 PM, for the next day.
- Your cooperation with all of these requirements is expected and appreciated.
- Clarification on the drip edge (IRC R905.2.8.8) is as follows:

As stated in the 2015 IRC:

R905.2.8.5 Drip edge. A drip edge shall be provided at eaves and gables of shingle roofs. Adjacent pieces of drip edge shall be overlapped a minimum of 2 inches (51 mm). Drip edges shall extend a minimum of 0.25 inch (6.4 mm) below the roof sheathing and extend up the roof deck a minimum of 2 inches (51 mm). Drip edges shall be mechanically fastened to the roof deck at a maximum of 12 inches (305 mm) o.c. with fasteners as specified in Section R905.2.5. Underlayment shall be installed over the drip edge along eaves and under the drip edge on gables. Unless specified differently by the shingle manufacturer, shingles are permitted to be flush with the drip edge.



If you have any questions on these instructions, please call the permits desk at (847) 923-4420