

City of Schertz
Planning & Community Development
Residential **Roof** Permit Requirements

A building permit is required for roof replacement. The following information was compiled to assist residents who wish to construct a roof, including repair and warranty work.

Note: For minor roof repair, less than 100 sq ft, no permit is required.

Permit Submittal Requirements:

- Should the residence be in a floodplain, a copy of cost of construction (materials and labor) is required.

Permit Fees:

- See [Permit Fee Schedule](#)

General Requirements:

- Asphalt 3-tab shingles, either flat or dimensional, must have a minimum slope of 2 units of rise for every 12 units of horizontal run.
- Any roof with a slope of 4 units on 12 units of run or less, commonly called 4 on 12, requires a water barrier felt to be overlapped by 19 inches to prevent water from siphoning up the felts and getting into the roof sheathing.
- All roof slope over 4 on 12 only need a 2-inch overlap at the edges.
- Valleys are not required to have ice and water shield, however, must still be installed per the adopted code and manufacturer's installation instructions.
- A metal drip edge is required.

Inspections Required:

- Felt (Virtual/Video option available)
- Re-Roof Final

Inspections Required, if applicable:

- Decking (if decay is found after felt is removed and new deck sheathing is installed)

To request an inspection, please visit Schertz.com > How do I > Submit > Request an Inspection > then 'please request an inspection here' – this takes you to our **City of Schertz Web Portal**. Or go directly to our [City of Schertz Web Portal](#) and Sign in > My Items > My Building Permit Applications.

Inspection requests received by 6:00 a.m. will be inspected the same business day. Any request received after 6:00 a.m. will be performed the next business day.

If you have any questions regarding these requirements, please contact the Inspections Division at 210-619-1750, from 8:00 a.m. to 5:00 p.m. Monday through Friday.

