



June 1, 2025

Subject: Notice of Adoption of 2024 Building Codes and New Roofing Permit Requirements

Dear Roofing Contractor,

This letter is to inform you that the City of Cottonwood Building Department will be officially adopting the **2024 International Building Codes**, effective **July 1, 2025**.

As part of this update, **all roofing work, including new roof installations, re-roofing, and roof repairs, will require a building permit** issued by the City of Cottonwood Building Department. This requirement is in alignment with the updated code provisions and is intended to ensure public safety, code compliance, and structural integrity.

What This Means for You:

- Beginning **July 1, 2025, no roofing work may commence within the City of Cottonwood without an approved permit.**
- Permit applications can be submitted through the Building Department in person or via our online permitting system at:

<https://ci-cottonwood-az.smartgovcommunity.com/Public/Home>.

- Inspections will be required at designated phases of the roofing work to verify compliance with the adopted code.

We appreciate your cooperation and continued commitment to maintaining high standards of construction within the City of Cottonwood. Please feel free to contact our office at 928-634-5505 or building@cottonwoodaz.gov with any questions or for further clarification regarding the new requirements.

Sincerely,

/s/ *Cody Blazer*
Building Official
City of Cottonwood Building Department

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MODIFICATIONS TO THE CODE

SECTION R105.2—Exempt Work is hereby amended as follows:

11. Roof assembly repair in which no more than 100 square feet of the roofing assembly is replaced or repaired and does not require removal or displacement of mechanical, plumbing, or electrical systems.

CHAPTER 9—ROOF ASSEMBLIES, *all references to wood shingles or wood shakes are hereby deleted, with the exception of fire-retardant-treated wood in accordance with Section R902.2*

R902.1 Roof assemblies is hereby amended to read as follows:

Roof decks shall be covered with materials as set forth in Section R904 or with roof coverings as set forth in Section R905. Roof assemblies shall be Class A or B, where the edge of the roof deck is less than 3 feet (914 mm) from a lot line the roof assembly shall be Class A. Class A and B roof assemblies shall be tested in accordance with ASTM E108 or UL 790. Roof assemblies shall be listed and identified as to class by an approved testing agency.