

RE-ROOF SUBMITTAL CHECKLIST

This submittal checklist is applicable to Re-roof involving structural elements, including but not limited to sheathing, skylights, change of roof pitch, addition or relocation of mechanical units, and change of roof material where the total weight exceeds 10 pounds per square foot.

A Permit is Not Required for the following projects:

- Residential in-kind re-roofing provided roof sheathing is not removed or replaced
- Residential re-roof overlay, if limited to two total layers of roofing material
- Alteration of roof covering less than 100 square feet
- Repair or cleaning existing roofing material

Plan review is **REQUIRED** for the non-residential, mixed-use and multi-family projects

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements
- Please refer to the [Work Exempt from Permit](#) list for applicable items

Submittal Requirements

Roof Plan

- Minimum 24" X 36" size paper at a scale of 1'/8" equals one foot showing the proposed re-roof in plan view indicating:
- Title block indicating name, address, phone number of applicant and owner, and property (site) address
- Tax ID Number, Legal Description, Site Address, and North Arrow
- Roofing Sq Ft area, Roof pitch, Type of roofing to be applied
- Roof Tear off area; roof sheathing replacement area & thickness of plywood
- Roofing Classification (A, B or C); Building Type (Type I; II, III, IV, V / A, B, HT)
- A third-party inspector contact information (if provided)

Engineered Plans & Calculations (if applicable)

- Prepared and stamped by WA state-licensed architects or professional engineers
- New roofing materials load increase or weight increase info:
 - Roof plan with existing framing information if work is overlay or if roofing loads are increased

Manufacturer's Specifications

- Type of roofing, underlayments, galvanized fasteners information

Additional Requirements

- Fire Permit (Hot Works) is required if roofing type to be applied is Torch Down or Hot Tar.