



COMMERCIAL RE-ROOFING PERMIT CHECKLIST

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- Provide information on whether the existing roof or roof covering has been water soaked or deteriorated.
- Provide information on whether the project will remove roof covering down to sheathing.
- Provide information on whether the proposal is an overlay of existing materials.
- Provide information to answer questions in regards to the building having unreinforced masonry.
- Provide information in regards to any insulation existing and/or proposed for above the roof deck.
- Provide the existing number of existing roof layers.
- Provide the weight of the new roof layers. If the proposed new layer is greater than 3 lbs PSF, structural calculations will be required.
- Provide any proposed changes to the roof drainage system.
- Provide information on any existing skylights in the building.

Submittal Requirement

- Structural Calculations
- Roof Covering Materials Manufacturer Specification and Installation Details

A Technology Fee of 3.9% is applied to all Land Use, Engineering and Building permit & plan review fees.

Businesses