



DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS
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Building Permit Checklist (Re-Roof Only)

Building Services

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

Building permits are required for re-roofing an existing building (except for in-kind re-roofing of a one- or two-family dwelling, provided the roof sheathing is not removed or replaced). Use this checklist to help gather all the required information and documents in order to submit a complete Building Permit application for your re-roof project.

SUBMITTAL DOCUMENTS

- Building Permit Application** (completely filled out)
- This Building Permit Checklist** for a Re-Roof Only project (completely filled out)
- Building Elevations, other drawings or calculations**, as applicable, are to be provided if *any* of the following are marked as "Yes."

Is the existing roof pitch to be changed?

- Yes No

Is the height of the roof or parapet to be increased?

- Yes No

Are any rooftop mechanical units or skylights to be added or relocated in conjunction with the re-roof?

- Yes No (A separate [Mechanical Permit](#) may be required.)

Will foam insulation be added or replaced ON TOP of the roof?

- Yes No

BUILDING AND ROOF INFORMATION

Type of construction of the building: _____ I don't know.

Existing roof covering classification: (A, B, C, or D): _____ I don't know.

Proposed roof covering classification: (A, B, C, or D): _____ I don't know.

Existing roof material: _____ Proposed roof material: _____

ACTIONS TO TAKE

- The existing roofing must be completely removed unless *either* of the following is marked as "Yes."

Is there currently only one existing roof covering?

- Yes No

Is there analysis by a structural engineer demonstrating that the structure is sufficient to sustain the weight of additional dead load due to the roof coverings?

- Yes No

- Plywood sheathing shall be provided if the following is marked as "Yes."

Is there to be a change from cedar shake or shingle to composition roofing?

- Yes No

- Obtain a separate [IFC Permit](#) if the re-roof will involve hot mopping.