



# CITY OF KIRKLAND REROOFING PERMIT APPLICATION

Permit #

- PLEASE PRINT -

	Site Address	Project Name
<b>#1</b>		

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_  
 Property Owner's Address \_\_\_\_\_ City \_\_\_\_\_

Describe Job to be Done \_\_\_\_\_

**#2** Contractor's Name \_\_\_\_\_ Contractor's Reg. # \_\_\_\_\_  
 (Company Name) Expiration Date \_\_\_\_\_  
 Contractor's Address \_\_\_\_\_ State UBI # \_\_\_\_\_  
 City, Zip \_\_\_\_\_ Phone \_\_\_\_\_

**OR – OWNER IS CONTRACTOR**

I have read Chapter RCW 18.27.010 relating to definitions of general contractors and specialty contractors and Chapter RCW 18.27.110, which prohibits issuing permits without proof of registration, and owner is contractor.

OWNER/AGENT \_\_\_\_\_

**#3** Contact Person \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_ Fax # \_\_\_\_\_

**#4** Property Tax Account Number \_\_\_\_\_

**#5** Lender or Bonding Agent (when project value exceeds \$5000) \_\_\_\_\_  
 Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

**#6** Estimated Project Cost \_\_\_\_\_

By signing this application, I authorize employees/agents of the City of Kirkland enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make any examination of the property which is necessary to process this application.

*I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge and further that I am authorized by the owner of the above premises to perform the work for which permit application is made. I further agree to save harmless the City of Kirkland as to any claim (including costs, expenses, and attorneys' fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kirkland, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as a part of this application.*

OWNER AGENT: \_\_\_\_\_ DATE: \_\_\_\_\_

City of Kirkland Fire and Building Department      123 5<sup>th</sup> Avenue Kirkland, WA 98033      425-587-3600

**Note: Permit Applications not requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:30, Wednesday 10:30-4:30  
 Permit Applications requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:00, Wednesday 10:30-4:00**



# REROOFING PERMIT REQUIREMENT CHECKLIST

The following items must be provided in order to properly process your reroofing permit. APPLICATION CANNOT BE RECEIVED IF INFORMATION IS INCOMPLETE..

<input type="checkbox"/>	1.		<b>Completed application for reroofing permit:</b>
		<input type="checkbox"/>	a. Site Address
		<input type="checkbox"/>	b. Project name – Homeowner or Building owner name
		<input type="checkbox"/>	c. Property owner name, address, and phone number
		<input type="checkbox"/>	d. Description of re-roof job and commercial tenant name, if applicable
		<input type="checkbox"/>	e. Contractor’s name, address, phone number, contractor’s registration number and date, UBI number.
		<input type="checkbox"/>	f. Contact person’s name, E-mail, phone number, and fax number.
		<input type="checkbox"/>	g. Property tax account number
		<input type="checkbox"/>	h. Lender/bonding information (when project cost is over \$5,000.00)
		<input type="checkbox"/>	i. Estimated project cost
<input type="checkbox"/>	2.		<b>Provide manufacturer’s roofing assembly listing.</b> (This information can be obtained from the Roofing Supply company. Also refer to IRC Section R905 for Residential, all others to IBC Chapter 15).
<input type="checkbox"/>	3.		<b>If change is from cedar shake or shingle to composition</b> , then plywood is required for securing the composition to. <b><i>An additional inspection is required for the plywood installation.</i></b>
<input type="checkbox"/>	4.		<b>Existing roofing must be completely removed unless one of the following applies:</b>
		<input type="checkbox"/>	a. There is not more than one existing roof covering.
		<input type="checkbox"/>	b. Analysis by Structural Engineer demonstrates that structure is sufficient to sustain the weight of additional dead load of the roof covering.
<input type="checkbox"/>	5.		<b>Commercial Re-roofs - Plans must be submitted for review if <i>any</i> of the following apply:</b>
		<input type="checkbox"/>	a. Roof pitch is to be changed
		<input type="checkbox"/>	b. Height of roof or parapet is increased
		<input type="checkbox"/>	c. Rooftop mechanical units are added or relocated in conjunction with this project
		<input type="checkbox"/>	d. Adding or replacing foam insulation <u>on</u> roof

The **Re-roof permit fee** is based on the valuation of the job (not including sales tax) using Table 3:

*KMC Table 3 – Building Inspection Fees based on Valuation	
TOTAL VALUATION	FEES
\$1.00 TO \$500.00	\$24.95
\$501.00 TO \$2,000.00	\$24.95 for the first \$500.00 plus \$3.23 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$73.40 for the first \$2,000.00 plus \$14.86 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$415.18 for the first \$25,000.00 plus \$10.70 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$682.68 for the first \$50,000.00 plus \$7.43 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00

- *In addition to the permit fee, there is also a State Building Code Council Surcharge of \$4.50.*
- *There is also a MyBuildingPermit.com Technology fee of 1.3% of the re-roof permit fee.*

Example: A \$5,000.00 re-roof would be figured: \$73.40 for the first \$2,000.00; with \$3,000 remaining  
 $\$14.86 \times 3$  (thousand) = \$44.58

Then, add these figures together:

\$ 73.40 (for the 1st \$2,000)  
 + \$ 44.58 (for the remaining \$3,000)  
 + \$ 4.50 (for State BCC surcharge)  
 + \$ 1.53 (for 1.3% MBP Technology fee)

\$124.01 Total