

Re-Roof Permit Checklist



Use this checklist to help gather all the required information and documents in order to submit a complete Re-Roof Permit Application.

PLAN REVIEW- Is it Required?

If any of the following are answered as "Yes," then plan review is required.

- ☐ **Roof Pitch:** Is the existing roof pitch going to be changed?
- ☐ **Building Height:** Is the height of the roof or parapet to be increased?
- ☐ **Rooftop Units:** Are any rooftop mechanical units going to be added or relocated in conjunction with the re-roof?
- ☐ **Skylights:** Are any skylights to be added or relocated in conjunction with the re-roof?
- ☐ **Insulation:** Will foam insulation be added or replaced ON TOP of the roof sheathing?

SUBMITTAL DOCUMENTS

If plan review is required, the following documents shall be provided in the plan set.

- ☐ **Building Elevations** to show if there is a change in roof pitch, building height or parapets.
- ☐ **Roof Plan** to show location of new or relocated mechanical units or skylights.
- ☐ **Roof Framing Plan** to show proposed modified roof framing, whether it is to support new or relocated mechanical units or skylights.
- ☐ **Roof Assembly Detail** to show proposed or replaced insulation on top of the roof sheathing.

OTHER ITEMS TO CONSIDER

During re-roofing, the following shall be done.

- ☐ The existing roofing must be completely removed prior to re-roofing, unless:
 - There is only ONE existing roof covering that will remain.
 - Analysis by a structural engineer, demonstrating the existing roof framing is sufficient to sustain the weight of the dead load due to an additional roof covering, is provided to the building inspector.
- ☐ Plywood sheathing shall be provided if there is a change from cedar shake to composition roofing.
- ☐ A separate IFC permit must be obtained if re-roofing involves hot mopping or an open-flame device.
- ☐ A separate mechanical permit must be obtained if new a new mechanical unit is being installed on the roof.