



## RE-ROOF PERMIT REQUIREMENTS

### WHEN IS A PERMIT REQUIRED?

Re-roof permits are required under the following criteria:

1. Residential and commercial buildings that are installing or replacing any portion of the roof decking (sheathing) including the adding of plywood over existing skip sheathing.
2. Commercial buildings receiving a type of roof covering heavier than the existing system.
3. Commercial buildings receiving new covering over the existing system.
4. Any building with clay tile or concrete tile roofs.

**Note:** On items #2, #3, and #4 above, plan review and structural calculations showing the roof is capable of carrying the additional load will be required. The others generally will not require a review, and may be issued over the counter.

### EXEMPT FROM PERMIT REQUIREMENTS

Re-roof projects with the following conditions typically do not require a permit:

1. Adding one additional layer of composition roof over one existing layer of composition roof on a single family
2. Any residential building receiving a complete tear off and reinstallation of the same type of roofing material (except tile).
3. Repair or Alteration of roof coverings less than 100 square feet.

### PERMIT SUBMITTAL REQUIREMENTS

1. Completed Building Permit Master Application
2. Certification and Transfer of Applicant Status
3. (2) Plan Sets and Structural Calculations, if required
4. (2) Site Plans
5. A copy of Washington State Contractor License or Owner Affidavit – by issuance.
6. Permit Fee:
  - a. \$4.50 State Surcharge, \$45.00 Technology Fee, and \$138.00 Re-Roof permit fee
  - b. Commercial Project fees are based on project dollar valuation.
7. For property on the lake, shoreline exemption is required – application \$487.00

**Field Inspections** by the building inspector on permitted jobs will take place if and when the roof deck is uncovered to verify the following: 1) condition of the plywood, 2) type of plywood and nailing, 3) attic ventilation, 4) approved roofing material and 5) adequate drainage. At the time of deck inspection, the inspector will determine whether or not a final inspection will be required for the work being done, based on the conditions found on site.

The inspector may stop and take a cursory look at work being done on non-permitted re-roof projects to verify that a permit is not required, or to act in an advisory capacity.

