



RE-ROOF SUBMITTAL CHECKLIST FORM

(COMMERCIAL & RESIDENTIAL EXCEPT FOR ONE-AND-TWO FAMILY DWELLINGS)

Commercial and Residential structures except detached one-and two family buildings, shall comply with the 2012 International Residential Code IRC (2015 IRC after July 1, 2016).

BELOW IS A CHECKLIST FOR REQUIRED FORMS/DOCUMENTS:

<input type="checkbox"/>	Building Master Permit Application
<input type="checkbox"/>	Contractor's License Information
<input type="checkbox"/>	City of Milton Business License Information (<i>NOTE: to apply for a City of Milton Business license, go the following website - http://bls.dor.wa.gov/file.aspx; attach receipt to Permit application</i>)

STANDARD BUILDING PERMIT SUBMITTAL REQUIREMENTS APPLY INCLUDING, BUT NOT LIMITED TO:

	<ul style="list-style-type: none"> • Building Use / Occupancy: _____ • Construction Type: _____ • Construction Documents: <ul style="list-style-type: none"> ➢ Detailed Scope of Work ➢ Plans (Three (3) Sets) ➢ Manufacturer's Specifications and Installation Instructions ➢ Other Documentation as deemed necessary to verify code compliance ➢ Indicate how project will comply with Section C101.4.3 of the International Energy Conservation's Code, Chapter 51-11C WAC
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IN ADDITION TO STANDARD BUILDING PERMIT SUBMITTAL REQUIREMENTS, THE FOLLOW ARE REQUIRED:

	<ul style="list-style-type: none"> • Existing Roof Material: _____ • Will Project be: Tear-Off <input type="checkbox"/> Overlay <input type="checkbox"/> • Proposed Roof Material: _____ • Slope: _____ • Roof Covering Fire Classification: A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> Non-Classified <input type="checkbox"/> • Weight per Square Foot of Proposed Roof Covering: _____
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IN ADDITION TO STANDARD BUILDING PERMIT SUBMITTAL REQUIREMENTS, THE FOLLOWING MAY BE REQUIRED:

	<ul style="list-style-type: none"> • Engineer's analysis to determine if structural roof components are capable of supporting all imposed loads, and drainage elements are adequate: slope, roof drains and overflowing drains.
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CONDITIONS/REQUIREMENTS FOR INSPECTIONS:

	<ul style="list-style-type: none"> • Secured ladder, meeting minimum safety standards and site access to be provided • Typically, the Inspector performs three (3) or four (4) site inspections for Commercial Re-Roofs, they are: Framing, Insulation, Progress, and Final. • 48-Hour Notice for Inspections
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