The following information is needed to determine whether this permit requires plan review or can be issued over the counter.

### 1. Occupancy Type: (Select the occupancy type which most closely represents the building’s use.)

- [ ] Non-Residential: Buildings, structures or facilities other than residential (office buildings, shopping centers, industrial parks, churches, hotels, schools, hospitals, government) or an accessory structure to this occupancy type.
- [ ] Multi Family Residential: (3 or more family dwelling units or an accessory structure to this type of occupancy.
- [ ] Mixed Use: Buildings, structures or facilities that include residential and non-residential occupancies or an accessory structure to this occupancy type.
- [X] Single Family Residential: 1 and 2 unit family dwellings, townhomes as defined by the International Residential Code or an accessory structure to these occupancy types.

<table>
<thead>
<tr>
<th>Number of Dwelling Units</th>
<th>Detached Accessory Structure (Type)</th>
</tr>
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<tbody>
<tr>
<td>_________________________</td>
<td>_________________________________</td>
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</tbody>
</table>

### 2. What is the existing roofing material? (select all that apply)

- [ ] Asphalt Shingle
- [ ] Clay, Cement or Slate
- [ ] Copper
- [ ] Plywood or OSB sheathing
- [ ] Other (Review required)
- [ ] Factory Coated Metal Roof Panels
- [ ] Single Ply (PVC membrane)
- [ ] Wood Shake
- [ ] Wood Shingle
- [ ] Other (Review required)
- [ ] Torch down / Hot mop (built-up)
- [ ] Wood Shake
- [ ] Wood Shingle

### 3. What is the new roofing material? (select all that apply)

- [ ] Asphalt Shingle
- [ ] Clay, Cement or Slate
- [ ] Copper
- [ ] Plywood or OSB sheathing
- [ ] Other (Review required)
- [ ] Factory Coated Metal Roof Panels
- [ ] Single Ply (PVC membrane)
- [ ] Wood Shake
- [ ] Wood Shingle
- [ ] Other (Review required)
- [ ] Torch down / Hot mop (built-up)
- [ ] Wood Shake
- [ ] Wood Shingle

### 4. Activity Type: (Select the type of re-roof work that will be done under this permit and answer the applicable questions.)

- [ ] A. Re-Roof Overlay: Installation of new roofing material over existing roofing material.
  - [ ] The roof has only one existing layer of roofing material.
  - [ ] The roof has more than one existing layer of roofing material. (Plan review required)
  - [ ] The new roofing material does not add more than 3 pounds per square foot.
  - [ ] The new roofing material adds more than 3 pounds per square foot. (Plan review required)

- [ ] B. Re-Roof Replacement: Removal of the existing roofing materials and the installation of new roofing materials over the existing roof sheathing.
  - [ ] The new roofing material does not add more than 3 pounds per square foot than roofing material being replaced.
  - [ ] The new roofing material adds more than 3 pounds per square foot than the existing roofing material being removed. (Plan review required)
  - [ ] Roof deck insulation will be replaced with the same or better R-Value, or;
  - [ ] No existing roof deck insulation
  - [ ] Roof deck insulation will not be replaced with the same or better R-Value. (Plan review required)

- [ ] C. Re-Roof Replacement – Roofing & Sheathing: Removal of the existing roofing materials; and, the replacement of the existing roof sheathing; or, the placement of new roof sheathing over the existing sheathing and new roofing materials are installed over new roof sheathing.
  - [ ] The new roofing and sheathing material is not more than 3 pounds heavier per square foot than the material being removed.
  - [ ] The new roofing and sheathing material is more than 3 pounds heavier per square foot than the material being removed. (Plan review required)
  - [ ] Roof Rafters or Trusses are spaced at 24” on center or less.
  - [ ] Roof Rafters or Trusses are spaced at more than 24” on center. (Plan review required)
  - [ ] Plywood or OSB sheathing is at least 7/16”
  - [ ] Plywood or OSB sheathing is less than 7/16”. (Plan review required)
  - [ ] Roof deck insulation will be replaced with the same or better R-Value, or;
  - [ ] No existing roof deck insulation
  - [ ] Roof deck insulation will not be replaced with the same or better R-Value. (Plan review required)

### Notes:
1. Review is required to evaluate the materials to be replaced and or installed.
2. Engineering must be provided for review to demonstrate the existing roof structure is capable of supporting the additional loads.
3. Documentation must be provided to demonstrate how minimum energy code insulation requirements will be met.
4. Engineering must be provided for review to demonstrate the new and existing structural members are capable of supporting the applicable loads.

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revised 29 Mar 2019