



# RE-ROOF SUBMITTAL CHECKLIST FORM

(COMMERCIAL & RESIDENTIAL EXCEPT FOR ONE-AND-TWO FAMILY DWELLINGS  
AND TOWNHOUSES NOT MORE THAN THREE STORIES)

*Commercial and Residential structures except detached one-and two family buildings, shall comply with the 2018 International Building Code (IBC).*

**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 - <a href="http://bls.dor.wa.gov/file.aspx">http://bls.dor.wa.gov/file.aspx</a>; attach receipt to Permit application</i> )

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

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

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

	<ul style="list-style-type: none"> <li>• Engineers 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.</li> </ul>
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**CONDITIONS/REQUIREMENTS FOR INSPECTIONS:**

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