



Commercial Re-Roof Application Checklist

City of Troutdale

104 SE Kibling Ave., Troutdale Or 97060

Permit Specialist 503 674-7229

Application No.:

Date Received

Received By

PROJECT INFORMATION

Project name:

Date:

Address:

City:

State:

ZIP:

Scope of work:

Reference no.:

Map and tax-lot no.:

Contact person name:

Company:

Phone:

Fax:

Cellular phone:

E-mail:

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

SECTION 1.0 — GENERAL PROJECT DATA

- | | | | | |
|-----|-------------------------------------|-----------------|---|-------|
| 1.1 | <input checked="" type="checkbox"/> | Required | No. of sets of plans: <u>3</u> | _____ |
| 1.2 | <input checked="" type="checkbox"/> | Required | Cover sheet plan index | _____ |
| 1.3 | <input checked="" type="checkbox"/> | Required | Building Occupancy Classification | _____ |
| 1.4 | <input checked="" type="checkbox"/> | Required | Building Type of Construction Classification | _____ |

SECTION 2.0 — STRUCTURAL DATA

- | | | | | |
|-----|-------------------------------------|-----------------------------|---|-------|
| 2.1 | <input checked="" type="checkbox"/> | Required | Site plan or building location map | _____ |
| 2.2 | <input checked="" type="checkbox"/> | Required | Occupancy classification | _____ |
| 2.3 | <input type="checkbox"/> P | <input type="checkbox"/> NA | Structural calculations | _____ |
| 2.4 | <input type="checkbox"/> P | <input type="checkbox"/> NA | Structural engineer's report | _____ |

SECTION 3.0 — RE-ROOF INSTALLATION DATA

- | | | | | |
|------|-------------------------------------|-----------------|--|-------|
| 3.1 | <input checked="" type="checkbox"/> | Required | Roof plan | _____ |
| 3.2 | <input checked="" type="checkbox"/> | Required | Parapet and scupper cross section(s) | _____ |
| 3.3 | <input checked="" type="checkbox"/> | Required | Minimum Roof Class required | _____ |
| 3.4 | <input checked="" type="checkbox"/> | Required | Class of roofing to be installed. | _____ |
| 3.5 | <input checked="" type="checkbox"/> | Required | Pre-re-roof inspection report | _____ |
| 3.6 | <input checked="" type="checkbox"/> | Required | Roofing system listing information | _____ |
| 3.7 | <input checked="" type="checkbox"/> | Required | Type of construction | _____ |
| 3.8 | <input checked="" type="checkbox"/> | Required | Minimum roof class required | _____ |
| 3.9 | <input checked="" type="checkbox"/> | Required | Class of roofing to be installed | _____ |
| 3.10 | <input checked="" type="checkbox"/> | Required | Roofing manufacturer's catalog "cut sheets" | _____ |

SECTION 4.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

- | | | | | |
|-----|-------------------------------------|-----------------|--|-------|
| 4.1 | <input checked="" type="checkbox"/> | Required | | _____ |
|-----|-------------------------------------|-----------------|--|-------|

