



**Building Department**  
**CHECKLIST FOR NEW AND REPLACEMENT ROOF PERMITS**

**Pre-Approval required by:**

**Planning Department (if property is located in a Historic District or Architectural Design Area)**

**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#, if applicable
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Product approval(s) for roof material and underlayment being used. (Circle the application being used).
- Manufacturer's specifications.
- Truss cut sheets on 8 ½ " x 11" paper, if adding a new roof or changing the roof structure.
- Truss layout reviewed and approved by an Architect or Engineer, if adding a new roof or changing the roof structure.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form.
- Roof form.

**NOTES:**

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.
- Fire Department review may be required on commercial projects if changing the roof structure. If required, the permit packet will simultaneously be reviewed by the Fire Department – additional fees will be charge by Fire Department and paid directly to the Fire Department.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***