



APPLICATION CHECKLIST

RE-ROOF ONLY

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

1. ROOFING PLAN – combine the following into one file labelled “ROOFING PLAN”

Site Plan

- Parcel lot lines and address
- Show all existing structures
- Show location of re-roof project with roof pitch, dimensions and type of materials to be installed

Structural calculations – required to meet 30lb snow load and additional roof load for following instances:

- ANY structural repairs
- Adding second layer of different type roofing materials
- Adding second layer of structural decking

Material cut sheets of roofing product (Historical District only – note: physical samples may be requested)

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-**1405**, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-**1445**, Option 3

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: