

## COMMERCIAL RE-ROOFING SUBMITTAL CHECKLIST

### PERMIT SUBMITTAL DOCUMENTS REQUIRED:

- Signed Permit Application(s)** (1) copy of completed [Building Permit Application](#)
- Drawings:**
  - Two (2) complete sets of Building Plans including Architectural Site Plans**  
(1/8" = 1' minimum scale)
  - Plan Set Requirements:** 24" x 36" maximum size, (bound edge), 5/8" thick. Pages numerically organized in separate sets that are uniformly sized and stapled. Minimum plan size shall be a measurable scale for review and legible for records.
- Engineering Calculations:** Two (2) copies of structural calculations for structural revisions to the building.
- Permit Submittal Fee** (Plan check fee)
- Note:** Entire roof replacements for a building will require additional documentation on the building below the roof, per the tenant improvement checklist.

### **I. THE FOLLOWING APPLIES TO ROOFING REPLACEMENT AND ROOF RECOVER PERMITS:**

- A. Show site address and scope of new roofing work on site plan or aerial photo.
- B. Separate permit application is required for each separate building.
- C. RCW 64.55 worksheet for all multifamily buildings roofing or re-roofing projects, filled out per building to indicate whether the valuation of the building enclosure work is 5% or less than the Snohomish County Assessor market improvement value of the building. If greater than 5%, then refer to attached checklist for RCW 64.55 for compliance options.
- D. Manufacturers cut sheet of roofing materials, including weight (when requested).
- E. Section detail showing scope of existing and new work, roof slope, and how the roofing replacement or roofing recover complies with IBC Section 1511.3, IEBC Section 706, and WSEC requirements for roofing insulation.
- F. Plan and details of primary and secondary drainage, where required by IBC Section 1511.
- G. Where the existing roof has more than two layers of any roof covering, all layers will have to be removed down to the roof deck before new roofing is installed.

- H. Where roof structural members are being replaced, or a total of more than two layers of roofing will occur on the building as a result of this permit application, additional architectural and structural drawings are required, to include:
- a. Class rating of roofing materials.
  - b. Truss design for roof replacements.
  - c. Cross section indicating type, length and diameter of all structural attachments into walls supporting the roof for new roofs. The attachment should be suitable for the supporting construction.
  - d. Structural calculations to show compliance with gravity, snow, seismic and lateral loads for all new roofs or re-roofs of more than two layers (total).

#### **APPLICABLE CODES AND REFERENCES**

- Automatic Fire Detection & Suppression Systems Ordinance No. 1902-92
- International Building Code (IBC), 2018 Edition & WAC 51-50
- International Existing Building Code (IEBC), 2018 Edition & WAC 51-50
- Accessible and Usable Buildings & Facilities, ANSI A117.1-2009 & WAC 51-51-005
- International Fire Code (IFC), 2018 Edition & WAC 51-54
- International Mechanical Code (IMC), 2018 Edition & WAC 51-52
- National Electrical Code (NEC), 2020 Edition & WAC 296-46B-010
- Uniform Plumbing Code (UPC), 2018 Edition & WAC 51-56 & 51-57
- Washington State Energy Code (WSEC), 2018 Edition, WAC 51-11 (C, R, Appendix)
- Everett Municipal Code, Title 19 Zoning
- [RCW 64.55 Construction Defect Disputes-Multiunit Residential Buildings](#)



3200 Cedar Street  
Everett, WA 98201



425.257.8810  
425.257.8857 fax



everetteps@everettwa.gov  
everettwa.gov/permits