



## RE-ROOF PERMIT APPLICATION

Online application submittal is required through [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)  
Select Application Type Building > Select Applicable Project Type > Re-roof

1b

- Non-residential, mixed-use and multi-family re-roof applications require plan review prior to permit issuance.
- Single family re-roof permits are issued over-the-counter, upon verification of contractor's current city and state licenses.
  - Per the Bothell Municipal Code Title 20.02.095 (u), In-kind roofing overlays on one- and two-family dwellings provided the new layer results in a maximum of two layers are exempt from a Building permit.
- If roofing type to be applied is Torch Down or Hot Tar, a Fire Permit is **also** required (Hot Works Fire Construction permit). To apply for this permit, select Fire > Any Project Type > Special > Miscellaneous Installations. Miscellaneous Installation Type = Hot Work Operations.

The following information will be requested with your online application:

Tear Off: Yes  No  Roofing Sq Ft Area: \_\_\_\_\_ Type of roofing to be applied: \_\_\_\_\_ Roof pitch: \_\_\_\_\_

Number of existing layers: \_\_\_\_\_ Roofing Classification \_\_\_\_\_ Building Type: \_\_\_\_\_  
(A, B or C) (Type I; II, III, IV; V / A, B, HT )

Will there be replacement of roof sheathing? Yes  No  If yes, thickness of plywood:  1/2"  7/16"

Will a third party inspector be used? Yes  No

### If Non-Residential, Mixed-Use or Multi-Family the Following is Required for Plan Review:

- Will new roofing materials add load increase or weight increase? Yes  No
- **Roof plan with existing framing information if work is overlay or if roofing loads are increased.**
  - **Scaled roof plan with installation notes and site plan or building satellite map.**
- Specifications on type of roofing being applied, and any underlying materials that will be applied prior to installation of the roofing materials.
- If listing is other than per International Building Code Section 1507, provide listing information/code report.

It is the applicant's responsibility to know the code requirements and provide all necessary information required for project review.