



COMMERCIAL RE-ROOF SUBMITTAL CHECKLIST

The checklist below identifies elements and information necessary for a successful application submittal for a commercial re-roofing building permit.

If you think an item is not applicable to your project, this should be brought to staffs' attention in advance of the submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing and will be returned to the applicant. Submittals must be made in person.

The information on this checklist is not meant to be all inclusive and additional materials may be required as review proceeds.

A completed copy of this checklist must be submitted with you application and include documentation of the reason any item on the checklist is not provided.

General

- Completed building permit application
- Completed copy of this checklist
- All re-roofing projects will be accomplished in accordance with Chapter 15 of the International Building Code (IBC)
- New roof coverings shall not be applied prior to a pre-roofing inspection by the Maple Valley Building Division and written approval from the Building Official. The pre-roofing inspection shall pay particular attention to evidence of accumulation of

water. Where extensive ponding of water is apparent, an analysis of the roof structure for compliance with IBC Section 1503.4, and corrective measures as needed (such as relocation of roof drains or scuppers, resloping of the roof or structural changes) will be required. An inspection performed by a qualified special inspector as approved by the Building Official, together with his written report covering the above topics, may be accepted in lieu of a pre-roofing inspection by the Building Official.

- CD or flash drive with electronic copies of all materials
- Plan review fees — collected at application submittal.

Re-roof Submittal Information

- ⇒ Materials including fire classification. If more deadload is being added, include engineer stamped gravity calculations for the existing roof structure
- ⇒ Manufacturer's specifications/ installation instructions
- ⇒ Insulation types and values (existing and proposed). If using, foam plastic insulation, please provide enough information to confirm the installation complies with IBC Chapter 26

Adding Roofing Layer:

The building official may allow existing roof coverings

(Continued on page 2)

(Continued from page 1)

to remain when an inspection report and/or analysis prepared by a Washington State structural engineer is submitted to Permit Services and verifies all of the following:

- ⇒ The roof structure is sufficient to sustain the weight of the additional dead load of the new roofing based on the design values contained in the 2012 International Building Code (IBC).
- ⇒ The roof deck is structurally sound.
- ⇒ Roof drains and drainage are sufficient to prevent extensive accumulation of water.
- ⇒ The existing roofing is securely attached to the deck.

- ⇒ Existing insulation is not water-soaked.
- ⇒ Fire-retardant requirements are maintained.
- No roof shall have in any combination more than that allowed in the 2012 IBC Section 1510.
- Roofing conforming to IBC Section 1507 overlaid on existing roofing shall comply with the provisions of IBC Section 1510.3 and the manufacturer’s installation requirements as an overlay when approved by the Building Official.

Tear-off and reroof:

Per Section C101.4.3 of the Washington State Nonresidential Energy Code, installation of insulation and inspection of the deck are required if the roofing is torn down to the bare deck. Per Table C402.22, the insulation requirements are:

- ⇒ U=0.034 maximum for the roof assembly, or Continuous R-30 insulation installed entirely outside of the roof structure, or R-49 insulation installed inside or within a wood roof structure, or R-25+R-11 LS insulation installed inside or within a metal roof structure.
- ⇒ A final inspection and approval shall be obtained from the Building Official when the reroofing is complete. As a condition of the final inspection for roofs that required a fire retardant covering under the provisions of IBC Chapter 1505, the roof installer shall provide the Building Official with a written statement indicating the following (utilizing this format or something similar)

**ENGINEER’S CERTIFICATION FOR
A SINGLE OVERLAY**

Maximum two (2) roofs. Three (3) roofs not allowed.
I,

_____ hereby certify that the roof structure located at

_____, meets the following requirements:

- The roof structure is sufficient to sustain the weight of the additional dead load of the new roof covering based on the design values contained in the 2012 International Building Code.
- The roof deck is structurally sound.
- Roof drains and drainage are sufficient to prevent extensive accumulation of water.
- The existing roof covering is securely attached to the deck.
- The existing insulation is not water soaked.
- The fire-retardant requirements are maintained.

Signed _____ Date _____

Washington State Registered Professional

Affix Seal _____

State of Washington

I HAVE INSTALLED A ROOF MEMBRANE ASSEMBLY, INCLUDING INSULATION (IF APPLICABLE), CONSISTING OF (MANUFACTURER), SPECIFICATION # _____, DATA SHEET ENCLOSED, WHICH MEETS OR EXCEEDS THE REQUIREMENTS FOR CLASS A OR CLASS B ROOFS. THIS ROOF WAS INSTALLED AT (ADDRESS), UNDER CITY OF MAPLE VALLEY PERMIT # _____