



B207 - SUBMITTAL CHECKLIST REROOFING/ROOF CHANGE

A permit is required for any reroof project regardless of roof type, material or how many squares are going to be replaced.

2015 IRC R105.1 Required.

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the building official and obtain the required permit.

NOTICE: Shake, wood shingle, and other combustible roofing materials are **prohibited** for new or replacement roofing on Bainbridge Island and if installed, would be required to be removed at the owners expense. See Bainbridge Island Municipal Code Section 20.04.140.

This submittal checklist is intended to assist you in preparing and submitting a complete application. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

General Information

- How many layers of roofing currently exist on the structure? _____
Note: Only two layers of roofing may be laid over a roof structure. A tear-off will be required if two layers currently exist.
- Number of Squares to be replaced/removed: _____

Submittal Requirements

Use the column to the left to check off items included with your application.

✓	Form #	Required Applications
	B101	1. Building Permit Application - 1 original
✓		Required Submittal Items
		2. Site plan - 2 copies (only required if on a shoreline)
		3. A letter from the contractor or owner which contains the following: <ul style="list-style-type: none"> <input type="checkbox"/> A list of materials to be used for the new roof <input type="checkbox"/> Description of the extent of the work to be done <input type="checkbox"/> Method of disposal of all tear-off material
		4. A written statement by the contractor that the national standards to meet manufacturers installation requirements will be complied with.

Fees are due at the time of submittal. Fees for a reroofing permit will not be charged a plan check fee. Please provide us with the number of squares in the roof area to determine valuation which determines the permit fees.

Accepted forms of payment:

- Cash;
- Check/Cashier's Check - Make checks payable to City of Bainbridge Island (COBI);
- Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.

Further information may be required for your specific project.

DEFINITION: 2015 IRC:

[RB] REROOFING. The process of recovering or replacing an existing roof covering. See "Roof recover."

For definition applicable in Chapter 11, see Section N1101.6.

[RB] ROOF COVERING. The covering applied to the roof deck for weather resistance, fire classification or appearance.

SECTION R908 REROOFING

R908.1 General.

Materials and methods of application used for re-covering or replacing an existing roof covering shall comply with the requirements of Chapter 9.

Exceptions:

1. Reroofing shall not be required to meet the minimum design slope requirement of one-quarter unit vertical in 12 units horizontal (2-percent slope) in Section R905 for roofs that provide positive roof drainage.
2. For roofs that provide positive drainage, re-covering or replacing an existing roof covering shall not require the secondary (emergency overflow) drains or scuppers of Section R903.4.1 to be added to an existing roof.

R908.2 Structural and construction loads.

The structural roof components shall be capable of supporting the roof covering system and the material and equipment loads that will be encountered during installation of the roof covering system.

R908.3 Roof replacement.

Roof replacement shall include the removal of existing layers of roof coverings down to the roof deck.

Exception: Where the existing roof assembly includes an ice barrier membrane that is adhered to the roof deck, the existing ice barrier membrane shall be permitted to remain in place and covered with an additional layer of ice barrier membrane in accordance with Section R905.

R908.3.1 Roof re-cover.

The installation of a new roof covering over an existing roof covering shall be permitted where any of the following conditions occur:

1. Where the new roof covering is installed in accordance with the roof covering manufacturer's approved instructions
2. Complete and separate roofing systems, such as standing-seam metal roof systems, that are designed to transmit the roof loads directly to the building's structural system and do not rely on existing roofs and roof coverings for support, shall not require the removal of existing roof coverings.
3. Metal panel, metal shingle and concrete and clay tile roof coverings shall be permitted to be installed over existing wood shake roofs where applied in accordance with Section R908.4.
4. The application of a new protective coating over an existing spray polyurethane foam roofing system shall be permitted without tear-off of existing roof coverings.

R908.3.1.1 Roof re-cover not allowed.

A *roof re-cover* shall not be permitted where any of the following conditions occur:

1. Where the existing roof or roof covering is water soaked or has deteriorated to the point that the existing roof or roof covering is not adequate as a base for additional roofing.
2. Where the existing roof covering is slate, clay, cement or asbestos-cement tile.
3. Where the existing roof has two or more applications of any type of roof covering.

R908.4 Roof re-covering.

Where the application of a new roof covering over wood shingle or shake roofs creates a combustible concealed space, the entire existing surface shall be covered with gypsum board, mineral fiber, glass fiber or other *approved* materials securely fastened in place.

R908.5 Reinstallation of materials.

Existing slate, clay or cement tile shall be permitted for reinstallation, except that damaged, cracked or broken slate or tile shall not be reinstalled. Any existing flashings, edgings, outlets, vents or similar devices that are a part of the assembly shall be replaced where rusted, damaged or deteriorated. Aggregate surfacing materials shall not be reinstalled.

R908.6 Flashings.

Flashings shall be reconstructed in accordance with *approved* manufacturer's installation instructions. Metal flashing to which bituminous materials are to be adhered shall be primed prior to installation.