



121 Alder St., SW \* Ephrata, WA 98823 \* Phone 509/754-4601 Fax 509/754-0912 \* ephrata.org

Re Roof Permit Fee \_\_\_\_\_  
State Code Fee \_\_\_\_\_  
Total Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_

**FOR STAFF USE ONLY**

Permit Number \_\_\_\_\_  
Application Date \_\_\_\_\_

**RE-ROOF PERMIT APPLICATION**

**(Manufactured Homes are regulated through L&I and do not require a city permit but do require a permit from L&I)**

Site Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Address if different from site: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Block/Lot/Subdivision \_\_\_\_\_

**CONTRACTOR INFORMATION:**

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

WA State Contractor's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

City Business License # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Roofing Type: \_\_\_\_\_ Number of Existing Layers: \_\_\_\_\_ Number of Squares or SF of Bldg: \_\_\_\_\_

New Plywood Sheathing  Yes  No **\*\*Cost of Construction: \$ \_\_\_\_\_**

Work Schedule to begin: \_\_\_\_\_ Work Schedule to End: \_\_\_\_\_

**The following is required for NON-Residential Buildings:**

Class of Roofing:  A  B  C

Building Square footage \_\_\_\_\_

A copy of the quote

Occupancy of Building:  Office  Retail  Church  Restaurant  School  Multi - Family

**Basis for Roof System Approval:**

Is the existing structural design sufficient to sustain the weight of the proposed new roof?  Yes  No

If not, please provide roof plan to substantiate adequate stability for a heavier roof system.

**\*\*I understand the following inspections are required: (1) Tear-off/pre inspection prior to installing new roof coverage**

**(2) Final Inspection.**

I agree to perform all work in accordance with the Ephrata Municipal Code requirements. I acknowledge that all information on this form is true and correct.

SIGNATURE(Owner/Contractor) \_\_\_\_\_ DATE: \_\_\_\_\_



## RE ROOF PERMIT REQUIREMENTS

### **WHEN IS A PERMIT REQUIRED?**

Re Roof permits are required under the following criteria:

1. Residential and commercial buildings that are installing or replacing any portion of the roof decking (sheathing) including the adding of plywood over existing skip sheathing.
2. Commercial buildings receiving a type of roof covering heavier than the existing system.
3. Commercial buildings receiving new covering over the existing system.
4. Any building with clay tile or concrete tile roofs.

*Note: On items 2,3 and 4 above, plan review and structural calculations showing the roof is capable of carrying the additional load will be required. The others generally will not require a review and may be issued over the counter.*

### **PERMIT SUBMITTAL REQUIREMENTS**

1. Completed Re Roof Permit application
2. Plans and structural calculations, if required
3. Permit fee:
  - a. \$39.50 Residential (includes state fee of \$4.50)

### **FIELD INSPECTIONS**

Field inspections by the building inspector on permitted jobs will take place if and when the roof deck is uncovered to verify the following: 1) condition of the plywood, 2) type of plywood and nailing, 3) attic ventilation, 4) approved roofing material and 5) adequate drainage. At the time of deck inspection, the inspector will determine whether or not a final inspection will be required for the work being done, based on the conditions found on site.

### **Manufactured Homes**

Manufactured Home Re Roof permits are obtained through the department of Labor and Industries. Any other detached structures including shops and garages, roofing permits shall be obtained through the City of Ephrata.